

F R E E M A N **SOUTHWEST LITURGICAL CONFERENCE**
STUDY WEEK 2011
FEBRUARY 2 - 5, 2011
SALT PALACE CONVENTION CENTER
SALT LAKE CITY, UTAH

SHOW INFORMATION

BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high Teal and White back drape, 3' high Teal side dividers, 1 - 6' table skirted Teal, 2 - Opal side chairs, 1 - wastebasket and a 7" x 44" one-line identification sign.

EXHIBIT HALL CARPET

The exhibit area **is carpeted**. To enhance the appearance of your booth, rental carpet is available through FREEMAN. Please refer to the Carpet order form in this service manual.

DISCOUNT PRICE DEADLINE DATE

In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by **JANUARY 18, 2011**.

Save money by ordering cleaning services and labor in advance. All cleaning orders as well as display and rigging labor orders placed at show site will be charged an additional 30% above the advance rate.

SHOW SCHEDULE

EXHIBITOR MOVE-IN: *For more information and helpful hints on preshow procedures and move-in, please go to www.freemanco.com/preshowFAQ.*

Tuesday	February 1	7:00 p.m.	-	9:00 p.m.
Wednesday	February 2	8:00 a.m.	-	12:00 p.m.

All exhibits must be fully installed by **12:00 p.m. on Wednesday, February 2, 2011**.

EXHIBIT HOURS

Wednesday	February 2	1:00 p.m.	-	4:00 p.m.
		9:00 p.m.	-	10:00 p.m. Welcome Reception
Thursday	February 3	7:30 a.m.	-	4:00 p.m.
Friday	February 4	7:30 a.m.	-	4:00 p.m.
Saturday	February 5	7:30 a.m.	-	3:30 p.m.

EXHIBITOR MOVE-OUT: *For more information and helpful hints on postshow procedures and move-out, please go to www.freemanco.com/postshowFAQ*

Saturday	February 5	3:30 p.m.	-	7:00 p.m.
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DISMANTLE AND MOVE-OUT INFORMATION

- Freeman will begin returning empty containers at the close of the show.
- All exhibitor materials must be removed from the exhibit facility by **7:00 p.m., Saturday, February 5**. Any materials remaining in the facility will be re-routed via Freeman's choice or returned to warehouse to await disposition at exhibitor's expense.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor move-out deadline, please have all carriers check-in by **5:00 p.m. on Saturday, February 5**.

SERVICE CONTRACTOR CONTACTS/INFORMATION:

FREEMAN

850 Spice Island Drive
 Sparks, NV 89431
 Ph: (775) 355-4600 Fax: (469) 621-5617

FREEMAN EXHIBIT TRANSPORTATION

Ph: (800) 995-3579 Fax: (817) 385-0983

FREEMAN ONLINE®

Our Internet online ordering service, Freeman OnLine®, is available for your convenience to order all Freeman Services, view show schedule, or print order forms. Once your show is available online you will receive an email which includes a direct link to Freeman OnLine®.

To place online orders you will be required to enter your unique Login ID and Password. If this is your first time to use Freeman OnLine®, click on the “Login” link in the top right corner to create a new account.

To access Freeman OnLine® without using the email link, visit www.myfreemanonline.com and click on the “Login” link in the top right corner. If you need assistance with Freeman OnLine® please call our Customer Support Center at 1-888-508-5054.

SHIPPING INFORMATION

Warehouse shipping address:

SWLC Study Week 2011
Exhibiting Company Name
Booth # _____
C/O FREEMAN / UPS FREIGHT
2900 W. California Ave.
Salt Lake City, UT 84104

FREEMAN will accept crated, boxed or skidded materials beginning **JANUARY 4, 2011** at the above address. Materials arriving after **JANUARY 27, 2011** will be received at the warehouse with an additional after deadline charge. Warehouse freight will be delivered prior to exhibitor set up. If warehouse freight has to be moved in on a weekend in order to be in the exhibitors booth for move-in day, an overtime charge may apply.

Showsite shipping address:

SWLC STUDY WEEK 2011
Exhibiting Company Name
Booth # _____
Salt Palace Convention Center
C/O FREEMAN
100 South West Temple
Salt Lake City, UT 84101

Freeman will receive shipments at the exhibit facility beginning at 12:00 p.m. on FEBRUARY 1, 2011. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.

Please note: All items and materials that must be brought into the facility may be subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors.

Please Note: Overtime rates will apply on all shipments, inbound/outbound, from 5:00 p.m. to 8:00 a.m., Monday - Friday; ALL DAY on Saturdays, Sundays and Holidays.

Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and Labels in advance. Complete the Outbound Material Handling section on the order form and your paperwork will be available at show site. Be sure your carrier knows the company name and booth number when making arrangements for pick-up of your exhibit at the close of the show.

LABOR INFORMATION

Union labor may be required for your exhibit installation and dismantle. Please carefully read the UNION RULES AND REGULATIONS to determine your needs. Exhibitors supervising labor need to pick up and release their labor at the Freeman Service Desk. Refer to the order form under Display Labor for Straight Time and Overtime hours.

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at 775-355-4600.

FREEMAN GENERAL INFORMATION

TRANSLATION SERVICE

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman's Customer Support Center at 1-888-508-5054.

HELPFUL HINTS

SAVE MONEY

Order early to take advantage of advance order discount rates, place your order by JANUARY 18, 2011.

AVOID DELAY

Ship early to avoid delays. Shipments arriving late at show site will cost you money, time and business!

SAFETY TIPS

Use a ladder, not a chair. Standing on chairs, tables and other rental furniture is unsafe and can cause injury to you or to others. These objects are not designed to support your standing weight.

Be aware of your surroundings. You are in an active work area with changing conditions during move-in and move-out. Pay attention. Look for obstacles, and machinery and equipment that are in use.

Keep your eyes open for scooters and forklifts. The drivers of these vehicles may not be able to see you.

Stay clear of dock areas, trucks and trailers. These areas can be particularly dangerous.

Prevent electrical shocks, falling items and damage to materials. Do not attach items or equipment to the drapes or metal framework provided for you booth. This can cause serious injury or damage to materials.

We discourage children from being in the exhibit hall during installation and dismantle. If children are present during installation and dismantle, they must be supervised by an adult at all times.

You are not allowed to ship Hazardous Materials. If you do so, you will be in violation of federal law, and may be subject to civil penalties of not more than \$27,000 for each offense.

EXHIBITOR ASSISTANCE

For more information and helpful hints on preshow procedures and move-in, please go to www.freemanco.com/preshowFAQ.

For more information and helpful hints on postshow procedures and move-out, please go to www.freemanco.com/postshowFAQ.

Call Freeman's Exhibitor Services department at 775-355-4600 with any questions or needs you may have.

F R E E M A N

850 Spice Island Drive
 Sparks, NV 89431
 (775) 355-4600 • Fax: (469) 621-5617
 FreemanRenoES@freemanco.com

**INCLUDE THIS FORM
 WITH YOUR ORDER**

NAME OF SHOW: **SWLC Study Week 2011 • February 2 - 5, 2011**

COMPANY NAME: _____ BOOTH#: _____

ADDRESS: _____ BOOTH SIZE X _____

CITY/STATE/ZIP: _____ CUSTOMER # _____

PHONE #: _____ EXT.: _____ FAX #: _____

SIGNATURE: _____ PRINT NAME: _____

CONTACT'S E-MAIL _____

E-MAIL FOR INVOICE _____ CHECK IF YOU ARE A NEW FREEMAN CUSTOMER

Invoices will be sent by e-mail, please provide e-mail address of the person who reconciles your invoices if different than above.

METHOD OF PAYMENT

YOUR SIGNATURE DENOTES ACCEPTANCE OF ALL TERMS AND CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.

- COMPANY CHECK**
 Please make check payable to: Freeman. Checks must be in U.S. funds drawn on a U.S. or Canadian bank. ("U.S. FUNDS" MUST BE PRE-PRINTED on Canadian checks.)
Please reference 254368 on your remittance.
- CREDIT CARD**
 For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below:
- AMERICAN EXPRESS
 MASTERCARD
 VISA
- BANK TRANSFER**
 Bank Transfer to Bank of America, N.A.; Dallas, TX
Wire Transfer
 ABA#: 026009593 ACCT #1252039192 Freeman
International Wire Transfer
 Swift Code: BOFAUS3N ACCT #1252039192 Freeman
ACH Direct Deposit
 ABA# 111000012 ACCT #1252039192 Freeman
Please reference Name of Show & Booth Number so we can properly credit your account.
Note: Customers are responsible for any bank processing fees.

Account No.: _____ Exp. Date: _____

Personal Credit Card
 Company Credit Card

Cardholder Name (Print): _____ Signature: _____

Cardholder Billing Address: _____

City/State/Zip: _____

ENTER TOTALS HERE

FURNISHINGS & ACCESSORIES	CARPET	CLEANING/ SHAMPOOING	PORTER SERVICE	RENTAL EXHIBITS & ACCESSORIES	INSTALLATION LABOR	DISMANTLE LABOR	MATERIAL HANDLING
RIGGING INSTALLATION	RIGGING DISMANTLE	HANGING SIGNS	SIGNS	UTILITIES	EXHIBIT TRANSPORTATION	GRAND TOTAL	

- Remember to order in advance to save time and money. You may place your order by phone, fax, mail, or use our online ordering service at: www.myfreemanonline.com, if applicable.
- Orders received without payment or after the discount price deadline date will be charged at the standard price.
- Copies of invoices may be picked up from the Service Desk prior to show closing.
- If you have questions or need assistance with any items not listed, please call and ask for your Exhibitor Services Representative.

TELL US WHAT YOU THINK!

Freeman is committed to providing great customer service. To help us serve you more effectively in the future, please visit the URL address below upon the completion of your show to provide feedback. Your input will provide the insight needed to ensure that our customer service is in line with your expectations.

<http://totalshow.custominsight.com/?254368>

FREEMAN method of payment

F R E E M A N

850 Spice Island Dr.
Sparks, NV 89431
(775) 355-4600 • Fax:(469) 621-5617
FreemanRenoES@freemanco.com

SWLC Study Week 2011 • February 2 - 5, 2011

In order to authorize Freeman to invoice a third party for payment of services rendered to exhibitors, both the exhibiting company and the third party must complete this form and return it at least 14 days prior to show move-in.

EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

We understand and agree that we, the exhibiting company, are ultimately responsible for payment of charges and agree by submitting this form or ordering materials or services from Freeman, to be bound by all terms and conditions as described in the Terms & Conditions section of this services manual. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party.

BY SUBMITTING THIS FORM OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS & CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.

EXHIBITOR NAME: (PLEASE PRINT) _____

EXHIBITOR SIGNATURE: _____

DATE: _____

EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME: _____

BOOTH #: _____

EXHIBITING COMPANY ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE: _____

EXT. _____

FAX: _____

CONTACT'S E-MAIL: _____

Indicate which services are to be invoiced to the Third Party:

- | | |
|---|---|
| <input type="checkbox"/> ALL FREEMAN SERVICES | <input type="checkbox"/> FREEMAN EXHIBIT TRANSPORTATION |
| <input type="checkbox"/> I&D LABOR/SUPERVISION | <input type="checkbox"/> RENTAL FURNITURE/CARPET/SIGNS |
| <input type="checkbox"/> MATERIAL HANDLING/IN & OUT | <input type="checkbox"/> BOOTH CLEANING |
| <input type="checkbox"/> UTILITIES | <input type="checkbox"/> OTHER _____ |

THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME: _____

CONTACT NAME: _____

THIRD PARTY ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE: _____

EXT. _____

FAX: _____

CONTACT'S E-MAIL: _____

E-MAIL FOR INVOICE: _____

Invoices will be sent by e-mail. Please provide the e-mail address of the person who reconciles your invoices if different than contact's email.

THIRD PARTY CREDIT CARD AUTHORIZATION

AMERICAN EXPRESS

MASTERCARD

VISA

CREDIT CARD ACCOUNT NO: _____

EXP. DATE: _____

CARDHOLDER NAME (PLEASE PRINT): _____

CARD TYPE: _____

AUTHORIZED SIGNATURE: _____

CARDHOLDER BILLING ADDRESS: _____

CITY/STATE/ZIP: _____

254368 06/07

FREEMAN third party authorization

furnishings



We have a wide selection of superior, custom furniture pieces in eye-catching shapes and styles to suit any budget and design. In addition, the quality control standards and in-house maintenance that Freeman adheres to are outstanding, so you always know you're getting the best furniture possible to make your show experience a total success. Our prices are all-inclusive and cover shipping and material handling, with no hidden fees. With multiple warehouse locations across the country, we always make sure you get exactly what you're looking for.



a. forestdale chair
21"W 21"L 31"H – N71085

b. black diamond armchair
20"W 21"L 33"H – N71090

c. black diamond side chair
21"W 23"L 32"H – N71089

d. black diamond stool
22"W 18"L 46"H – N71088



e. studio cocktail table
36"W 20"L 15"H – C115103

f. studio end table
17"W 17"L 18"H – C115104



g. display cylinders*
Black

low
30"W 15"H – N75020

medium
18"W 20"H – N75021

high
24"W 36"H – N75022

*Available in rectangular sizes.

h. orion computer kiosk
28"W 28"L 40.5"H – N75079
(Computer not included.)

i. pedestal tables

A range of tabletop sizes and materials with pedestals in various heights to fit any space.

soho series

Black-Top Mini	18"H x 18"W	N72066
Black-Top Cafe	30"H x 24"W	N72069
Black-Top Bistro	42"H x 24"W	N72070
Black-Top Cafe	30"H x 36"W	N72067
Black-Top Bistro	42"H x 36"W	N72068

chelsea series

Butcher Block-Top Cafe	30"H x 30"W	N72063
	30"H x 36"W	N72064
Butcher Block-Top Bistro	42"H x 30"W	N720163
	42"H x 36"W	N720164



j. opal side chair

White
20"W 19"L 30"H – C210105



k. carson armchair

Blue, Black or Gray Fabric
21"W 20"L 33"H – C210101



l. casey padded stool

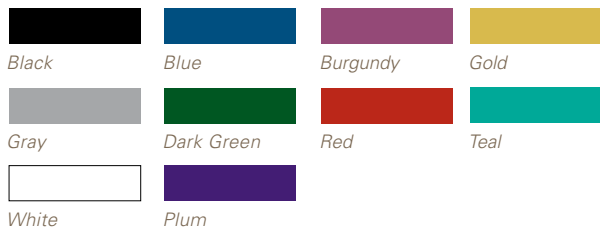
Black or Gray Fabric
20"W 21.5"L 42.5"H – C210112



m. draped or undraped tables & counters

Colored draping includes white vinyl top and pleated skirt on three sides. Fourth-side draping is available. Undraped tables include white vinyl tops.

	3'	4'	6'	8'
tables (30" height)				
Draped	C130330	C130430	C130630	C130830
Draped on fourth side			C1240630	C12404830
Undraped	C131330	C131430	C131630	C131830
counters (42" height)				
Draped	C130342	C130442	C130642	C130842
Draped on fourth side			C12404642	C12404842
Undraped	C131342	C131442	C131642	C131842



Tabletop risers are also available in a variety of sizes. See order form for details.

questions?

Call customer service at the number listed on Quick Facts. For fast, easy ordering, visit us at www.myfreemanonline.com.

FREEMAN

850 Spice Island Dr.
Sparks, NV 89431
(775) 355-4600 • Fax: (469) 621-5617
FreemanRenoES@freemanco.com

DISCOUNT PRICE
DEADLINE DATE
JANUARY 18, 2011

**INCLUDE THE FREEMAN METHOD
OF PAYMENT WITH YOUR ORDER**

NAME OF SHOW: SWLC Study Week 2011 • February 2 - 5, 2011

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 775-355-4600 to speak with one of our experts.

For fast, easy ordering, go to www.myfreemanonline.com

Qty	Part #	Description	Discount Price	Standard Price	Total
CHAIRS					
Pages 1 & 2					

___ N71092	Divi Counter Stool	154.45	200.80	___
___ N71091	Divi Chair	134.15	174.40	___
___ N710102	Santana Chair	134.15	174.40	___
___ N71085	Forestdale Chair	77.50	100.75	___
___ N710144	Diplomat Chair	187.70	244.00	___
___ N71038	Cherry Barrel Chair	166.90	216.95	___

Cranberry Taupe

Director Series					
<input type="checkbox"/> Black	<input type="checkbox"/> Blue	<input type="checkbox"/> Bright Green	<input type="checkbox"/> Orange		
<input type="checkbox"/> Purple	<input type="checkbox"/> Red	<input type="checkbox"/> Royal Blue	<input type="checkbox"/> Yellow		
___ N710142	Director Stool	112.30	146.00	___	
___ N71042	Director Chair	102.45	133.20	___	
___ N710998	Custom Imprinting/Director	Call for Quote			

Pages 3 & 4					
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___ N71048	Gray Gaslift Stool w/Arms ...	184.60	240.00	___	
___ N71047	Gray Gaslift Stool	171.60	223.10	___	
___ N71046	Gray Gaslift Chair w/Arms ...	176.80	229.85	___	
___ N71045	Gray Gaslift Chair	148.70	193.30	___	
___ N71044	Executive Chair	278.70	362.30	___	
___ N71041	Bugle Base Chair	120.10	156.15	___	
<input type="checkbox"/> Black Tweed <input type="checkbox"/> Blue Tweed					
___ N71088	Black Diamond Stool	131.55	171.00	___	
___ N71089	Black Diamond Side Chair ...	88.40	114.90	___	
___ N71090	Black Diamond Armchair	108.15	140.60	___	
___ C210105	Opal Side Chair	52.50	68.25	___	
___ C210101	Carson Armchair	76.45	99.40	___	
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Gray					
___ C210112	Casey Padded Stool	88.40	114.90	___	
<input type="checkbox"/> Black <input type="checkbox"/> Gray					

LOUNGE SEATING					
Pages 5 & 6					

___ N73091	Signature Loveseat	547.85	712.20	___
___ N71093	Signature Chair	381.00	495.30	___

Kennedy Sectional Series:					
<input type="checkbox"/> Black Tweed	<input type="checkbox"/> Blue Tweed				
___ N730313	Kennedy Sofa - 3 piece	624.70	812.10	___	
___ N730213	Kennedy Loveseat - 2 piece	416.60	541.60	___	
___ N73013	Kennedy Corner Section	208.30	270.80	___	
___ N73014	Kennedy Center Section	208.30	270.80	___	

Qty	Part #	Description	Discount Price	Standard Price	Total
TABLES					
Pages 7 & 8					

___ N72026	Cherry Cocktail Table	174.35	226.65	___	
___ N72027	Cherry End Table	153.05	198.95	___	
___ N72028	Metro Slate Cocktail Table	198.40	257.90	___	
___ N72029	Metro Slate End Table	172.85	224.70	___	
___ C115103	Studio Black Cocktail Table	74.90	97.35	___	
___ C115104	Studio Black End Table	68.40	88.90	___	
___ N72015	Glass Conference Table	174.35	226.65	___	
<input type="checkbox"/> Black <input type="checkbox"/> Chrome					
___ N72065	Bugle Base Table/White	203.85	265.00	___	

Pedestal Tables - SoHo Series					
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___ N72066	Black-Top Mini 18"H x 18"W	106.20	138.05	___
___ N72069	Black-Top Cafe 30"H x 24"W	124.00	161.20	___
___ N72070	Black-Top Bistro 42"H x 24"W	164.25	213.55	___
___ N72067	Black-Cafe Table 30"H x 36"W	143.15	186.10	___
___ N72068	Black-Bistro Table 42"H x 36"W	179.00	232.70	___

Pedestal Tables - Chelsea Series - Butcher Block Top					
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___ N72063	Cafe Table 30"H x 30"W	134.75	175.20	___
___ N72064	Cafe Table 30"H x 36"W	141.80	184.35	___
___ N720163	Bistro Table 42"H x 30"W	181.00	235.30	___
___ N720164	Bistro Table 42"H x 36"W	197.80	257.15	___

OFFICE FURNITURE					
Pages 9 & 10					

___ N72093	Milano Table/Blonde Top	368.70	479.30	___
___ N72092	Milano Table/Black Top	368.70	479.30	___
___ N72094	Luna Table/Black Top	435.65	566.35	___
___ N720191	Hemingway Writing Table	281.60	366.10	___
___ N74061	Cherry Desk 5'	435.65	566.35	___
___ N74065	Cherry Bookcase	301.60	392.10	___
___ N74064	Cherry Credenza	355.20	461.75	___
___ N74071	Oak Desk 5'	435.65	566.35	___
___ N74075	Oak Bookcase	301.60	392.10	___
___ N74074	Oak Credenza	355.20	461.75	___

DISPLAY FURNITURE					
Pages 11 & 12					

___ N72056	Display Counter	301.60	392.10	___
___ N75079	Orion Computer Kiosk	301.35	391.75	___
___ N75030	Black Display Cube/Small	167.55	217.80	___
___ N75031	Black Display Cube/Med	167.55	217.80	___
___ N75032	Black Display Cube/Large	167.55	217.80	___

**Remember to select a color for items with checkboxes.
A color will be selected for you if not indicated.**

FREEMAN furnishing essentials

NAME OF SHOW:

SWLC Study Week 2011 • February 2 - 5, 2011

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

For Assistance, please call 775-355-4600 to speak with one of our experts.

For fast, easy ordering, go to www.myfreemanonline.com

DISPLAY FURNITURE
Pages 11 & 12 (continued)

Qty	Part #	Description	Discount Price	Standard Price	Total
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Display Cylinders

___	N75020	Black Display Cylinder/Low	148.20	192.65	___
___	N75021	Black Display Cylinder/Med.	157.90	205.25	___
___	N75022	Black Display Cylinder/High	179.00	232.70	___

Draped Tables - Tables are 24" wide

Black
 Blue
 Burgundy
 Dark Green
 Gold
 Gray
 Plum
 Red
 Teal
 White

___	C130330	3' Draped Table/30"H*	82.10	106.75	___
___	C130430	4' Draped Table/30"H*	102.60	133.40	___
___	C130630	6' Draped Table/30"H*	122.65	159.45	___
___	C130830	8' Draped Table/30"H*	139.70	181.60	___
___	C12404630	4th Side Drape-6'x30"H*	34.20	44.45	___
___	C12404830	4th Side Drape-8'x30"H*	34.20	44.45	___
___	C130342	3' Draped Counter/42"H*	110.95	144.25	___
___	C130442	4' Draped Counter/42"H*	127.10	165.25	___
___	C130642	6' Draped Counter/42"H*	143.15	186.10	___
___	C130842	8' Draped Counter/42"H*	160.25	208.35	___
___	C12404642	4th Side Drape-6'x42"H*	39.55	51.40	___
___	C12404842	4th Side Drape-8'x42"H*	39.55	51.40	___

Undraped Tables - Tables are 24" wide

___	C131330	3' Undraped Table/30"H	32.50	42.25	___
___	C131430	4' Undraped Table/30"H	39.55	51.40	___
___	C131630	6' Undraped Table/30"H	45.90	59.65	___
___	C131830	8' Undraped Table/30"H	52.00	67.60	___
___	C131342	3' Undraped Counter/42"H	55.70	72.40	___
___	C131442	4' Undraped Counter/42"H	63.70	82.80	___
___	C131642	6' Undraped Counter/42"H	71.05	92.35	___
___	C131842	8' Undraped Counter/42"H	76.70	99.70	___

Table Top Risers

___	C150410	4'Lx7"H Single Step Riser	51.60	67.10	___
___	C150610	6'Lx7"H Single Step Riser	71.05	92.35	___
___	C150810	8'Lx7"H Single Step Riser	82.10	106.75	___
___	C150414	4'Lx14"H Single Step Riser	54.90	71.35	___
___	C150614	6'Lx14"H Single Step Riser	76.20	99.05	___
___	C150814	8'Lx14"H Single Step Riser	86.55	112.50	___
___	C150420	4'L Double Step Riser	105.60	137.30	___
___	C150620	6'L Double Step Riser	130.05	169.05	___
___	C150820	8'L Double Step Riser	167.90	218.25	___

ACCESSORIES
Pages 13 & 14

Qty	Part #	Description	Discount Price	Standard Price	Total
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___	C220121	Chrome Stanchion w/belt	59.30	77.10	___
___	C220118	Chrome Sign Holder	63.70	82.80	___
___	C750135	Round Literature Rack	244.00	317.20	___
___	C750136	Flat Literature Rack	211.10	274.45	___
___	C220109	Chrome Coat Tree	41.60	54.10	___
___	C220134	Chrome Easel	44.25	57.55	___
___	C220110	Chrome Bag Rack	90.15	117.20	___
___	N75053	Black Trash Receptacle	71.05	92.35	___
___	N75054	Aluminum Trash Receptacle	71.05	92.35	___
___	C220107	Wastebasket	17.75	23.10	___
___	C220106	Corrugated Wastebasket	13.25	17.25	___
___	N75057	Small Refrigerator	285.65	371.35	___
___	N75052	Black Table Lamp	124.00	161.20	___
___	N74082	File Cabinet/2 Drawer	177.25	230.45	___
___	N74081	File Cabinet/4Drawer	244.00	317.20	___
___	C10201484	Bulletin Board	155.20	201.75	___

Special Drape

Black
 Blue
 Burgundy
 Dark Green
 Gold
 Gray
 Plum
 Red
 Teal
 White

___	12103	Special Drape 3'H (per ft.)	12.75	16.60	___
___	12108	Special Drape 8' H (per ft.)	16.20	21.05	___

TOTAL COST

Sub-Total _____ + Tax (6.85%) _____ = TOTAL _____

**Remember to select a color for items with checkboxes.
A color will be selected for you if not indicated.**

FREEMAN furnishing essentials

FREEMAN

850 Spice Island Dr.
Sparks, NV 89431
(775) 355-4600 • Fax: (469) 621-5617
FreemanRenoES@freemanco.com

DISCOUNT PRICE
DEADLINE DATE
JANUARY 18, 2011

**INCLUDE THE FREEMAN METHOD
OF PAYMENT WITH YOUR ORDER**

NAME OF SHOW: SWLC Study Week 2011 • February 2 - 5, 2011

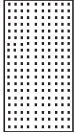
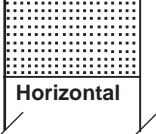
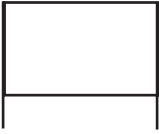
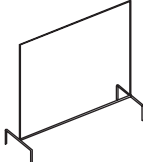


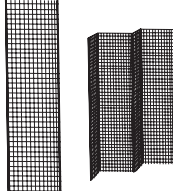
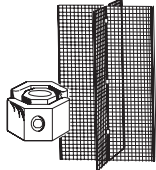
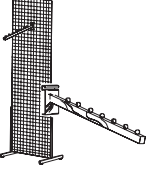
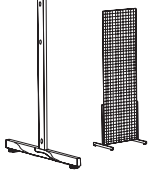
COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 775-355-4600 to speak with one of our experts.

For fast, easy ordering, go to www.myfreemanonline.com

ACCESSORIES			
<p>PERFBOARD - SINGLE</p> <p>Vertical </p> <p>Horizontal </p>	<p>BULLETIN BOARD</p> 	<p>CHROME GARMENT RACK</p> 	<p>2-WAY STRAIGHT ARM</p>  <p>4-WAY SLANT ARM</p> 
<p>2' x 8' GRID PANELS</p> 	<p>4 WAY CONNECTORS</p> 	<p>GRID ACCESSORIES</p> 	<p>GRID LEGS</p> 

Qty	Part #	Description	Discount Price	Standard Price	Total
PERFBOARD / BULLETIN BOARDS					
		<input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical			
___	10201180	1M x 8'H-Vertical/ Single Side.....	162.95	211.85	_____
___	10201182	1/2M x 8'H-Vertical/ Single Side.....	122.65	159.45	_____
___	10201480	4' x 8' Horizontal/ Single Side.....	162.95	211.85	_____
___	1020410	1M x 12" Perfboard Shelf.....	78.45	102.00	_____
___	10203	4" Single Hook	2.20	2.85	_____
___	10203	6" Single Hook	2.20	2.85	_____
___	10203	8" Single Hook	2.20	2.85	_____
___	10205	12" Shelf Bracket.....	13.40	17.40	_____
___	10207	7-Ball Waterfall	25.20	32.75	_____
GRIDS					
___	103028	Chrome Grid.....	130.80	170.05	_____
___	103010	Black Grid.....	130.80	170.05	_____
___	103011	White Grid.....	130.80	170.05	_____
___	103029	Grid Legs - Chrome.....	20.50	26.65	_____
___	103029	Grid Legs - Black.....	20.50	26.65	_____
___	103029	Grid Legs - White	20.50	26.65	_____
___	103030	Grid Connectors.....	25.20	32.75	_____

Qty	Part #	Description	Discount Price	Standard Price	Total
GRIDS					
___	10305	5-Ball Waterfall (for grids).....	22.50	29.25	_____
___	10307	7-Ball Waterfall (for grids).....	25.20	32.75	_____
___	1030468	4" Single Hook (for grids)	2.20	2.85	_____
___	1030468	6" Single Hook (for grids)	2.20	2.85	_____
___	1030468	8" Single Hook (for grids)	2.20	2.85	_____
ACCESSORIES					
___	10405	Garment Rack.....	97.95	127.35	_____
___	15905	Fish Bowl.....	29.45	38.30	_____
___	109011	Ticket Tumbler - small	89.80	116.75	_____
___	10404	4-way Slant Arm	122.65	159.45	_____
___	10403	2-way Straight Arm	97.50	126.75	_____
TOTAL COST					
<i>Sub-Total</i> _____		<i>+ Tax (6.85%)</i> _____		<i>= TOTAL</i> _____	

Don't see what you need?
Please call Exhibitor Services at 775-355-4600.

F R E E M A N

850 Spice Island Dr.
Sparks, NV 89431
(775) 355-4600 • Fax: (469) 621-5617
FreemanRenoES@freemanco.com

DISCOUNT PRICE
DEADLINE DATE
JANUARY 18, 2011

**INCLUDE THE FREEMAN METHOD
OF PAYMENT WITH YOUR ORDER**

FREEMAN carpet

NAME OF SHOW: SWLC Study Week 2011 • February 2 - 5, 2011

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 775-355-4600 to speak with one of our experts.

- For FREE samples or a quote on **orders over 1200 sq. ft.**, or to request quotes on carpet logos please call our Exhibitor Services Department at 775-355-4600.
- **No MATERIAL HANDLING charges apply.** Rental prices are for the duration of the show and include delivery to and removal from your booth space.
- Orders received after the deadline date or without payment will be charged the Standard Price and are subject to availability.
- Prestige and Custom Cut Classic Carpet are subject to a 100% Cancellation Charge.

For fast, easy ordering, go to www.myfreemanonline.com

PRESTIGE CARPET - includes plastic covering, delivery, material handling, installation and removal

- Guaranteed new, high quality carpet available in a variety of designer colors.

CHOOSE YOUR CARPET COLOR - 40 oz.

- Black Charcoal Gray Pearl Navy Sea Breeze White

40 oz. Rental	- Price per square foot (100 sq. ft. minimum)	Discount	Standard	
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 3.30	\$ 4.30	\$ _____
701 - 1200 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 2.95	\$ 3.85	\$ _____

CHOOSE YOUR CARPET COLOR - 28 oz.

- Baywater Cardinal Gray Pearl Pine Toast
 Black Charcoal Navy Raspberry Wedgewood
 Cabernet Cream Peach Sea Breeze White

28 oz. Rental	- Price per square foot (100 sq. ft. minimum)	Discount	Standard	
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 2.80	\$ 3.65	\$ _____
701 - 1200 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 2.50	\$ 3.25	\$ _____

CUSTOM CUT CLASSIC CARPET - includes plastic covering, delivery, material handling, installation and removal

- Our Custom Cut Classic Carpeting is available in custom cut sizes, and in a variety of colors.

CHOOSE YOUR CARPET COLOR:

- Black Tuxedo Burgundy Gray Teal Blue Plum Red Green

Rental - Price per square foot (100 sq. ft. minimum)

16 oz. Carpet Rental		Discount	Standard	
Per sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 2.15	\$ 2.80	\$ _____

CLASSIC CARPET - includes delivery, material handling, installation and removal

CHOOSE YOUR CARPET COLOR:

- Our 16 oz. Classic Carpeting is available in eight standard colors in the following standard sizes.

- Black Tuxedo Burgundy Gray Teal Blue Plum Red Green

Qty	Description	Discount	Standard	Total
_____	9' x 10' Classic Carpet	130.15	169.20	\$ _____
_____	9' x 20' Classic Carpet	260.30	338.40	\$ _____
_____	9' x 30' Classic Carpet	390.45	507.60	\$ _____
_____	9' x 40' Classic Carpet	520.60	676.80	\$ _____

CARPET PADDING AND PLASTIC COVERING - includes delivery, material handling, installation and removal

_____	Carpet Padding - 1/2" (90 - 700 sq ft)	0.70	0.90	\$ _____
_____	Carpet Pdding - 1/2" (Over 700 sq ft)	0.50	0.65	\$ _____
_____	Plastic Covering (per sq. ft)	0.40	0.50	\$ _____

TOTAL COST

Sub-Total _____ + Tax (6.85%) _____ = TOTAL _____

****All Utility lines must be installed before carpet installation. Utilities should be ordered in advance.****

Please check if you have ordered Wired Internet Service (not applicable for Wireless)

FREEMAN

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 Sparks, NV 89431
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 FreemanRenoES@freemanco.com

**INCLUDE THE FREEMAN METHOD
 OF PAYMENT WITH YOUR ORDER**

NAME OF SHOW: SWLC Study Week 2011 • February 2 - 5, 2011

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 775-355-4600 to speak with one of our experts.

For fast, easy ordering, go to www.myfreemanonline.com

CLEANING SERVICES

- Prices are based on total square footage of booth regardless of area to be cleaned.
- 100 sq. ft. minimum.
- Our exclusive cleaning contract for this show will not permit other service contractors, including exhibitor appointed contractors to provide this service.
- **Show Site Prices will apply to all cleaning orders placed at show site.**

BOOTH VACUUMING *(per sq ft - 100 sq ft minimum)*

Qty	Part#	Description	Advance Price	Show Site Price	Total
-----	-------	-------------	---------------	-----------------	-------

- Includes emptying of your booth's wastebasket(s) at the time of vacuuming.
- | | | | | | |
|-------|--------|----------------------------------|--------------|--------|----------|
| _____ | 610100 | Booth Vacuuming - One Time | \$0.31 | \$0.40 | \$ _____ |
| _____ | 610200 | Booth Vacuuming - 2 Days | \$0.62 | \$0.80 | \$ _____ |
| _____ | 610300 | Booth Vacuuming - 3 Days | \$0.93 | \$1.20 | \$ _____ |
| _____ | 610400 | Booth Vacuuming - 4 Days | \$1.24 | \$1.60 | \$ _____ |

SHAMPOOING *(per sq ft - 100 sq ft minimum)*

Qty	Part#	Description	Advance Price	Show Site Price	Total
-----	-------	-------------	---------------	-----------------	-------

- | | | | | | |
|-------|--------|---------------------------------|--------------|--------|----------|
| _____ | 630100 | Shampoo Carpet - One Time | \$0.50 | \$0.65 | \$ _____ |
|-------|--------|---------------------------------|--------------|--------|----------|

PORTER SERVICE *(per day)*

Qty	Part#	Description	Advance Price	Show Site Price	Total
-----	-------	-------------	---------------	-----------------	-------

- Price includes emptying of wastebaskets and policing of your exhibit area at two-hour intervals during show
- | | | | | | |
|-------|---------|---|----------------|----------|----------|
| _____ | 620500 | Exhibit Area / Under 500 sq. ft. | \$ 93.00 | \$120.90 | \$ _____ |
| _____ | 6201500 | Exhibit Area / 501 - 1,500 sq. ft. | \$115.00 | \$149.50 | \$ _____ |
| _____ | 6202500 | Exhibit Area / 1,501 - 2,500 sq. ft. | \$135.00 | \$175.50 | \$ _____ |
| _____ | 6203500 | Exhibit Area / Over 2,500 sq. ft. | \$156.00 | \$202.80 | \$ _____ |

TOTAL COST	
Sub-Total _____	+ Tax (6.85%) _____ = TOTAL _____

FREEMAN cleaning

F R E E M A N

850 Spice Island Dr.
Sparks, NV 89431
(775) 355-4600 • Fax: (469) 621-5617
FreemanRenoES@freemanco.com

DISCOUNT PRICE
DEADLINE DATE
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**INCLUDE THE FREEMAN METHOD
OF PAYMENT WITH YOUR ORDER**

NAME OF SHOW: SWLC Study Week 2011 • February 2 - 5, 2011

COMPANY NAME _____ BOOTH #: _____

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For fast, easy ordering, go to www.myfreemanonline.com

GRAPHICS AND SIGNS

**To order your graphics, complete this order form and attach your sign copy or electronic file.
Please see guidelines for electronic files on the reverse side of this form.**

DIGITAL GRAPHICS

Freeman has the capabilities to provide you with the finest digital graphic reproduction available. Capabilities include four-color, photo-quality, high-resolution digital printing in virtually any size for banners, signage, exhibit graphics and more.

_____ L X _____ W = _____ sq. ft.
\$12.10 per sq.ft. discount price
 sq. ft. _____ x or = \$ _____
\$18.15 per sq.ft. standard price

- Minimum order per graphic 9 sq. ft. (1296 sq. in.)
 - Double sq. ft. for double-sided graphics
 - Round sq. ft. to next whole increment
- Note: File conversion, retouching, cloning or color correcting may incur additional labor charges. (See reverse side for graphic guidelines.)

LARGE DIGITAL GRAPHICS

Please call an Exhibitor Sales Specialist for price quotes on graphics over 80 sq. ft.

File Information:




Electronic File Name _____

Application _____

PMS Colors _____

Backing Material:

- | | |
|------------------------------------|-----------------------------------|
| Foamcore <input type="checkbox"/> | Masonite <input type="checkbox"/> |
| PVC <input type="checkbox"/> | Plexi <input type="checkbox"/> |
| Gatorfoam <input type="checkbox"/> | Other <input type="checkbox"/> |

Vertical <input type="checkbox"/>	Horizontal <input type="checkbox"/>	Use Your Judgment For Sign Layout <input type="checkbox"/>
		

Special Instructions _____

STANDARD SIZES




CHOOSE YOUR SIZE:

QTY.	Discount Price	Standard Price	TOTAL
7" x 11" _____ @	\$53.50	\$80.25 = \$	_____
7" x 22" _____ @	\$54.85	\$82.30 = \$	_____
7" x 44" _____ @	\$56.25	\$84.40 = \$	_____
9" x 44" _____ @	\$59.55	\$89.35 = \$	_____
11" x 14" _____ @	\$65.75	\$98.65 = \$	_____
14" x 22" _____ @	\$67.50	\$101.25 = \$	_____
14" x 44" _____ @	\$80.50	\$120.75 = \$	_____
22" x 28" _____ @	\$84.55	\$126.85 = \$	_____
28" x 44" _____ @	\$102.15	\$153.25 = \$	_____
20" x 60" (white only) _____ @	\$166.85	\$250.30 = \$	_____

Note: File conversion, retouching, cloning or color correcting may incur additional labor charges. (See reverse side for graphic guidelines.)

INDICATE YOUR SIGN COPY HERE:

- Please feel free to attach additional sign copy on separate page.

Vertical <input type="checkbox"/>	Horizontal <input type="checkbox"/>	Use Your Judgment For Sign Layout <input type="checkbox"/>
		

Background Color: _____

Lettering Color: _____

TOTAL COST

Sub-Total _____ + Tax (6.85%) _____ = TOTAL _____

FREEMAN graphics & signs

F R E E M A N

RENO CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

Our desire is to provide you with the best possible quality graphics for your event or exhibit. You can help us in that effort by providing digital art files using the following guidelines. If you are sending us completed, print-ready files, please pass this information on to your in-house graphic designer. Two overall considerations for submitting acceptable artwork involve proper resolution or size of the file to avoid poor quality images, and proper color matching information and proofs to insure accurate color reproduction.

Please provide the following when submitting art

Minimum requirements for original artwork, such as logos, when Freeman is providing design and layout:

- 300 dpi resolution at a size of 8x10 inches (higher resolution files will result in improved final product)

Minimum requirements for final artwork that Freeman will reproduce exactly as provided:

- 100 dpi resolution at full size of actual finished product

Minimum requirements for both:

- All related PMS and/or CMYK color codes (If submitting CMYK values, please supply accurate color swatches)
- Accurate color proof print of artwork
- Contact name, phone number and e-mail address of art creator if applicable
- If submitting vector type file, include all fonts, or convert fonts to outlines or paths

Acceptable Software File Formats

While we are capable of working with both PC and MAC based software, we prefer to receive files in PC format. We can accept art created with the following software:

ADOBE - Illustrator, InDesign, Photoshop (preferred)
QUARK XPRESS (not recommended)

Files should always be saved in their native format. Please include all fonts and images.

Acceptable File Types

Files types that Freeman **can use** in order of preference, include:

EPS and AI (especially when submitting logos)
TIF (especially when submitting photos)
JPG (provided resolution is high enough for photo images; **not acceptable** for logos)

File types that Freeman **cannot use** to reproduce high quality graphics include:

GIF files
Microsoft Office software files such as Word (.doc), or PowerPoint (.ppt) file types
Self-Extracting files, such as EXE or SEA files

Submit CD/DVD Artwork and Proofs to:

Design/Graphics Department | Freeman | 850 Spice Island Drive
Reno, NV 89431

FTP Information

<ftp://ftp.myfreeman.com/>

Please contact your Account Executive, for the username and monthly password.

Samples

Acceptable Logo Artwork:



EPS Vector File

Not Acceptable Logo Artwork:



GIF File

Acceptable Photo Artwork:



28mb TIF file

Not Acceptable Photo Artwork:



8k GIF file

Ways to Send Artwork

Artwork files that are of acceptable resolution as listed will typically be too large to send via e-mail. Files should be sent via overnight delivery on either a CD-ROM or a DVD. A printed hard proof needs to accompany the files.

Files may also be posted to Freeman's FTP site, however a hard copy proof and backup of the files on CD/DVD are required!

If you have any additional questions concerning file make-up, logos, resolution, etc. please contact your Account Executive.

Please visit us at:
www.freemanco.com
or call the Reno brach at:
775-355-4600

LABOR JURISDICTIONS / SALT LAKE CITY

To assist you in planning for your participation in your Salt Lake City show, we are certain you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling. To help you understand the jurisdiction the various unions have, we ask that you read the following:

LABOR SOURCE

We currently have a labor agreement with IATSE Local #838 to provide labor for display installation and dismantling. *Full time employees of the exhibiting companies*, however, may set their own exhibits without assistance from the local. Any labor services that may be required beyond what your regular full time employees can provide must be rendered by the Local. Labor can be ordered in advance by returning the Labor Order Form, or on show site at the Freeman Service Desk.

MATERIAL HANDLING

Exhibitors may hand-carry their own materials into the exhibit facility. The use or rental of dollies, flat trucks and other mechanical equipment, however, is not permitted. Freeman will control access to the loading docks in order to provide for a safe and orderly move-in/out.

TIPPING

Freeman requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all Freeman employees. Any request for such should be brought to the attention of a Freeman Representative at the Freeman Service Desk or correspondence may be directed to the attention of the General Manager at the local office address.

SAFETY

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Freeman can not be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Labor Order Form and the necessary ladders and tools will be provided.

F R E E M A N

850 Spice Island Dr.
 Sparks, NV 89431
 (775) 355-4600 • Fax: (469) 621-5617
 FreemanRenoES@freemanco.com

INCLUDE THE FREEMAN METHOD OF PAYMENT WITH YOUR ORDER

NAME OF SHOW: SWLC Study Week 2011 • February 2 - 5, 2011

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 775-355-4600 to speak with one of our experts.

For fast, easy ordering, go to www.myfreemanonline.com
DISPLAY LABOR (One Hour Minimum per Worker)

	Description	Advance Price	Show Site Price
Straight Time-	8:00 A.M. to 5:00 P.M. Monday through Friday	\$ 75.00	\$ 97.50
Overtime-	5:00 P.M. to 8:00 A.M. Monday through Friday, All day Saturday, Sunday and recognized holidays	\$ 121.00	\$ 157.30

- **Show Site prices will apply to all labor orders placed at show site.**
- Price is per person/per hour.
- Start time guaranteed only at start of working day
- One hour minimum per man - labor thereafter is charged in half (1/2) hour increments
- Supervisor must check in at Service Desk to pickup labor
- Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.
- Freeman supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared. **Please include setup plan/photo, special instructions & inbound shipping information with this order.**

INSTALLATION LABOR

- Freeman Supervised Labor - Please complete the reverse side of this form.**
- Installation of your exhibit will be completed at our discretion prior to show opening
 - The charge for this service is 30% of the total installation labor bill, with a minimum of \$45.00
- Emergency contact: _____ Phone Number: _____

- Exhibitor Supervised Labor**
- Supervisor will be: _____ Phone Number: _____

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____	x _____ = _____	_____	@ \$ _____ = \$ _____	_____
_____	_____	_____	x _____ = _____	_____	@ \$ _____ = \$ _____	_____
_____	_____	_____	x _____ = _____	_____	@ \$ _____ = \$ _____	_____
Freeman Supervision (30%/\$45.00)						= \$ _____
Tax						= \$ (N/A)
Total Installation						= \$ _____

DISMANTLE LABOR

- Freeman Supervised Labor - Please complete the reverse side of this form.**
- Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor
 - The charge for this service is 30% of the total dismantle labor bill, with a minimum of \$45.00
- Emergency contact: _____ Phone Number: _____

- Exhibitor Supervised Labor**
- Supervisor will be: _____ Phone Number: _____

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____	x _____ = _____	_____	@ \$ _____ = \$ _____	_____
_____	_____	_____	x _____ = _____	_____	@ \$ _____ = \$ _____	_____
_____	_____	_____	x _____ = _____	_____	@ \$ _____ = \$ _____	_____
Freeman Supervision (30%/\$45.00)						= \$ _____
Tax						= \$ (N/A)
Total Dismantle						= \$ _____

If you have questions or need assistance in completing your order, please call your Freeman I & D Representative.

FREEMAN installation & dismantle

NAME OF SHOW: **SWLC Study Week 2011 • February 2 - 5, 2011**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 775-355-4600 to speak with one of our experts.

FREEMAN SUPERVISED LABOR

IN ORDER TO BETTER SERVE YOU - PLEASE COMPLETE THE FOLLOWING INFORMATION IF YOUR DISPLAY IS TO BE SET-UP AND/OR DISMANTLED BY FREEMAN I&D AND YOU WILL NOT BE PRESENT TO SUPERVISE THE INSTALLATION AND/OR DISMANTLE.

INBOUND SHIPPING & SET UP INFORMATION

Freight will be shipped to Warehouse _____ Show Site _____ Date Shipped _____

Total No. of: _____ Crates _____ Cartons _____ Fiber Cases _____

Setup Plan/Photo: Attached _____ To Be Sent With Exhibit _____ In Crate No. _____

Carpet: With Exhibit _____ Rented From Freeman _____ Color _____ Size _____

Electrical Placement: Drawing Attached _____ Drawing With Exhibit _____ Electrical Under Carpet _____

Comments: _____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION

SHIP TO: _____

METHOD OF SHIPMENT

Freeman Exhibit Transportation:

- Common Carrier
- Air Freight Next Day 2nd Day Deferred Expedited

Other (list carrier name & phone number):

- Other Common Carrier: _____
- Other Air Freight: _____
- Van Line: _____

FREIGHT CHARGES

- Prepaid Collect

Bill To: _____

In the event your selected carrier fails to show on final move-out day, please select one of the following options:

- Reroute via Freeman's choice
- Deliver back to Freeman warehouse at Exhibitor's expense.

PLEASE NOTE: Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor.

FREEMAN installation & dismantle

ELECTRICAL SERVICES

From under carpet wiring to overhead lighting, Freeman has the power to simplify your electrical needs and installation. We've answered your most common questions below to help you place your order or prepare for a detailed discussion. Whether you require basic household/office power or a more technical installation for equipment, audio-visual presentations or truss lights, our electrical specialists and qualified electricians are always available to assist you.

How do I know how much power I need?

First, review a layout of your exhibit, noting all of the items in it that require power. Consider lighting, computer equipment, and your own product. Are you bringing or renting any a/v equipment or ordering catering services that might need power? Will you be using a lead retrieval machine? If it's an item that plugs into a standard wall outlet found in a home or office (in North America), it will require 110/120 volt power. 208 or 480 volt power is generally used for machinery or industrial cooking devices and is ordered by single or 3 phase.

Next, mark the voltage and wattage or amperage (referred to as "load") (100 watts = 1 amp) of each piece of equipment at it's location in the booth. This information should be provided on a name plate or stamp usually located on the back or bottom of the equipment. If not indicated, check our accompanying electrical usage guide for estimated wattages for common items used at trade shows or call your rental company/caterer for specifics. For lighting, loads are dictated by the wattage of the bulbs. Arm lights included with Freeman exhibit packages use 200 watt bulbs. Keep in mind that you need to order power for any lighting within your booth unless the lights are ordered directly from the Electrical Department (those listed on the Freeman electrical order form).

Finally, total the wattage for the 120 volt devices in each area and select an outlet that meets or exceeds that total. Separate outlets should be ordered for each piece of equipment and/or each power location to help minimize tripping/power outages. It is always safer to slightly overestimate your power requirements. Wattage or amperages cannot be combined for 208 or 480 volt apparatus. Please order separate outlets for each.

Do I need to order labor?

As the official service contractor, electrical installations must be performed by Freeman union labor. Labor is required for any electrical work over and above the delivery of outlets to the back wall of inline booths. Labor orders will automatically be input upon receipt of an electrical layout for under carpet installation (floor work) or to connect any 208 volt or higher services (hook up). Dismantle labor for electrical services is calculated at 50% of the installation time since much of the work is performed on a mass basis after booths are removed from the exhibit hall. Please see the electrical labor order form for further details, rules and regulations.

What is an electrical layout and why do I need one?

Like your own home, electrical boxes and wiring should not be visible once the exhibit is completed. At show site, they are the first things to be installed so that they can be hidden by drape, walls or counters and under flooring or carpet. Electricians, therefore, work on a blank slate. A good electrical layout or floor plan provides them with a simple overhead view of your booth indicating the locations and load of each electrical outlet and the orientation of your booth within the show itself. The layout should be to scale and provide specific measurements to each outlet along with surrounding aisle or booth numbers to ensure accuracy. For island booths, a main power location must also be indicated as it is the location from which other outlets are fed. Please see the sample layouts and electrical grid for further information.

When a layout and credit card are provided in advance, Freeman makes every effort to ensure that the floor work is completed before you arrive so that there is no delay in assembling your booth. Once carpet is laid, installing or changing electrical services becomes much more difficult and potentially costly.

Please note that layouts, complete with mandatory information, are required prior to the deadline date for electrical orders to be eligible for advance rates. Layouts are not required if all outlets are located at the back wall in inline booths.

Is the price for power per day?

Outlet or connection prices are typically for an entire show.

What is 24 hour power?

Many facilities these days are energy conscious and therefore turn off power overnight during show days. Power is turned off 1/2 hour after the show closes at the earliest and restored no later than 1/2 hour before the show opens the following day. 24 hour power is, as it sounds, power that is continuously on 24 hours per day.

If your booth includes, for example, refrigeration equipment, an aquarium or programmable apparatus that depends on uninterrupted power, you should consider ordering 24 hour service. Power is usually not turned off during move-in or move-out.

Where does the power come from?

Depending on the facility, the power can come from overhead catwalks, floor ports, columns, wall outlets or a combination of these sources. Check with the local Freeman branch office for more information.

Where will my power be located?

In-line and peninsula booths will find their main power source on the floor somewhere along the rear drape line of their booth. Island booths need to submit an electrical layout. Please see the sample layouts and electrical grid for further information.

What if I need power at another location besides the rear of my booth? What if I have multiple power locations?

Exhibitors requiring power at any location other than a back wall must submit an electrical layout. Please see the sample layouts and electrical grid for further information.

How many places will I have to plug in? How many things can I plug in?

For planning purposes, you should always assume that there is only one connection point per outlet ordered. Power strips can provide additional sockets but do not confuse having more places to plug in with additional power. For example – An order is placed for a 500 watt outlet. A track light with 4 – 100 watt bulbs is plugged in to a power strip connected to the outlet, using 400 of the 500 watts. Any lighting or equipment now plugged in to a second socket may not exceed 100 watts.

Also keep in mind that power strips are designed, for safety purposes, to trip at 1500 watts or 15 amps. Using a power strip with a 2000 watt (20 amp) outlet will reduce it to a 1500 watt outlet.

All orders exceeding 120 volt/20 amps provide one connection point only, cannot accommodate power strips and require labor for installation.

F R E E M A N

Can I bring my own extension cords and power strips? (Also known as plug strips, multi strips, etc.)

Exhibitors may use their own extension cords and power strips under the following conditions:

- The equipment must be 3 wire, 14 gauge minimum with a ground.
- The extension cords must be flat if they are to be laid under carpet. (Labor is required to lay the cords.)
- All power strips must have circuit protection.

Can I run my extension cords under the carpet myself?

For safety reasons, exhibitors are not allowed to run any electrical wiring under any type of floor covering or where they may be concealed in the booth structure. The show's electrical contractor is liable for electrical installations and therefore must perform all floor or booth work.

Will my floor work be completed before I arrive?

Every attempt is made to have floor work completed prior to carpet installation if you have submitted the following:

- A completed electrical order form.
- A valid and authorized credit card to be kept on file for the company.
- An electrical layout indicating the main power location, dimensions to each power location, the power required at each location, and surrounding aisle or booth numbers to determine orientation of the booth.

Labor and material charges apply.

When will my power be turned on?

Power is only guaranteed to be installed before the show opens. If Freeman is allowed early access to the facility, power is normally ready the first day of move-in for exhibitors but any special requests such as temporary chain motor power, programming machinery or testing equipment should be noted on your order.

Do I need lighting?

Lighting can dramatically change the impact of an exhibit, no matter the size. Used effectively, lighting can emphasize specific areas of a booth or highlight products. Also, an exhibit will appear dark and uninviting if the surrounding booths are lit and yours is not.

Can I hang my own lights?

10 x 10 booths with pop-up displays (a display that can be assembled in less than 30 minutes without tools) can hang their own lights and plug them in without ordering labor. Typically, exhibitors themselves can hang up to 7 lights as long as they require no more than 20 amps in total but it is best to clarify with the local branch. If a decorating company (including Freeman) has been contracted to install a display, electrical labor is required to install the lights. Due to union contracts, no other union is allowed to install electrical equipment.

Do I need to order power for my lighting?

Exhibitors ordering Electrical Services lighting (those listed on the Freeman electrical order form) do not need to order power. It is included in the rental. Exhibitors supplying their own lighting or renting lights need to order power. Labor may be required to hang the lights.

Do I need to order labor to plug in my lights or equipment?

Most 120 volt connections do not require labor. Exhibitors are welcome to plug in their own standard office devices. Labor is required for all 208 or 480 volt connections and if lights or equipment need wiring or if electrical cords are to be run under the carpet or in concealed areas to ensure that all electrical codes and building rules are met.

How can I save money and frustration when ordering electrical services?

Most importantly, be sure to submit your order before the discount price deadline date. If an electrical layout is needed, it also must be received, complete with mandatory information, before the deadline date to be eligible for discount pricing. Late orders can be subject up to a 50% increase in cost because of the behind-the-scenes planning required to distribute power.

Don't underestimate your power requirements and work within the local rules, regulations and union jurisdictions. They have been implemented to avoid problems. While it may seem simple to plug in lights and equipment, it is not uncommon for exhibit or non electrical staff to overload circuits. Trouble calls can become expensive when it takes time to find the source of a problem.

If unsure about labor, call us for direction and if necessary, place a "will call" order before the discount price deadline date. You will only incur a charge if labor is dispatched to your booth but you'll have secured the advance pricing. And, check in with the electrical or service desk as soon as you know you need labor, not at the time you want the electricians in your booth. It will help to avoid delays as we can schedule accordingly.

Lastly, try to resolve any disputes at show site. It is much easier to discuss electrical issues when both parties can physically review the installation.

Additional questions?

Call customer service at the number listed on the Quick Facts and ask for the Electrical Services Department. For fast, easy ordering, tools, and helpful hints go to www.myfreemanonline.com.

ELECTRICAL USAGE GUIDE

The following wattages are approximate and are provided to help you estimate your power usage. We recommend that you refer to a specification sheet or the electrical stamp or label usually located on the back or bottom of any electrical apparatus and order one outlet for each piece of equipment to avoid tripping/power outages during the event.

100 WATTS = 1 AMP

WATTAGE		WATTAGE	
Blender	1000	Imprinter for T-Shirts	2000
Can Opener	500	Iron	700 - 1100
Credit Card Reader / Lead Retrieval	100	Juicer	
Cash Register	100 - 200	Single	500
Coffee Pot		Double	1000
Household size	1200	Laminator	2000
Large Brewer	1500 - 2000	Lead Retrieval / Card Reader	100
Computers		Lights with Freeman rental booths	200 each
Desk Top (monitor & CPU)	200 - 900	Microwave Oven	500 – 2000
Lap Top	150 - 300	Mixer	500 – 1000
Monitor (independent)	50 - 200	Photocopier	dependent upon size – may require 208v
Computer Printer		Pizza Oven (small)	30 amp/120 volt Special Connection
Dot Matrix	100 - 500	Plasma TV – 32” to 50”	1000
Laser	400 - 1000	Popcorn Maker	2000
Crock Pot	200 -1000	Projector (May be dependent upon size)	1000
DVD Player	100	Refrigerator	
Electric Frying Pan	1200 - 2000	Small	100
Fax Machine	1000	Regular	700
Food Processor	500 – 2000	Meat Slicer	500 - 1000
Glue Gun	300	Steamer	2000
Griddle	1500	Stereo (amplifier)	100 - 500
Hair Dryer	1000 - 1900	Television	100 - 500
Heat Lamps (per lamp)	250	Toaster	1000
Heater (portable)	1500 - 2000	Toaster Oven	1500
Hot Plate		Typewriter	100
Single	1000	Vacuum Cleaner	1500
Double	1500 – 2000	Water Cooler	100
Hot Water Heater	30 amp/208 volt/Single Phase		

FREEMAN

850 Spice Island Dr.
Sparks, NV 89431
(775) 355-4600 • Fax: (469) 621-5617
FreemanRenoES@freemanco.com

**DISCOUNT PRICE
DEADLINE DATE
JANUARY 18, 2011**

**INCLUDE THE FREEMAN METHOD
OF PAYMENT WITH YOUR ORDER**

NAME OF SHOW: SWLC Study Week 2011 • February 2 - 5, 2011

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 775-355-4600 to speak with one of our experts.

For fast, easy ordering, go to www.myfreemanonline.com

ELECTRICAL OUTLETS (Double Price for 24 Hour Service)

110/120 VOLT

	QTY Show	QTY 24 Hr.	Discount Price	Standard Price	TOTAL
500 Watts (5 amps)	_____	_____	96.00	144.00 = \$	_____
1000 Watts (10 amps)	_____	_____	170.00	255.00 = \$	_____
2000 Watts (20 amps)	_____	_____	225.00	337.50 = \$	_____

208 VOLT SINGLE PHASE (Labor Required for Connection)

20 Amps	_____	_____	423.00	634.50 = \$	_____
30 Amps	_____	_____	505.00	757.50 = \$	_____
60 Amps	_____	_____	665.00	997.50 = \$	_____
100 Amps	_____	_____	876.00	1,314.00 = \$	_____

208 VOLT THREE PHASE (Labor Required for Connection)

20 Amps	_____	_____	568.00	852.00 = \$	_____
30 Amps	_____	_____	680.00	1,020.00 = \$	_____
60 Amps	_____	_____	891.00	1,336.50 = \$	_____
100 Amps	_____	_____	1,175.00	1,762.50 = \$	_____
200 Amps	_____	_____	1,770.00	2,655.00 = \$	_____
400 Amps	_____	_____	3,234.00	4,851.00 = \$	_____
Transformer to Boost 208V to Approx. 230V - \$4.70 per Amp (20 Amp Min.)					
	Qty _____		Amps _____	= \$	_____

480 VOLT THREE PHASE (Labor Required for Connection)

20 Amps	_____	_____	681.00	1,021.50 = \$	_____
30 Amps	_____	_____	816.00	1,224.00 = \$	_____
60 Amps	_____	_____	1,069.00	1,603.50 = \$	_____
100 Amps	_____	_____	1,410.00	2,115.00 = \$	_____
200 Amps	_____	_____	2,125.00	3,187.50 = \$	_____

SPECIAL LIGHTING (Price Includes Power & Labor for Installation)

Single Light Stand	_____	_____	111.00	166.50 = \$	_____
Double Light stand	_____	_____	171.00	256.50 = \$	_____
4' Track with 3 Lights	_____	_____	188.00	282.00 = \$	_____

*** May require labor and/or lift at additional charge.
LABOR (Minimum Charge for Orders - 1 hour)**

Straight Time (per hour).....\$ **96.00**
Monday - Friday, 8:00 am - 5:00 pm (Excluding Holidays)

Overtime (per hour)\$ **192.00**
Monday - Friday, 5:00 pm - 8:00 am, All day Saturday, Sunday and Holidays

• **DISMANTLE LABOR IS CHARGED AT 50% OF THE INSTALL LABOR**

ADDITIONAL INFORMATION

- To honor discount prices we must receive your order with full payment prior to the deadline date along with a floor plan indicating the main power location and distribution points, if applicable. (see below)
- Outlet prices for 120 Volt power include delivery of the service to one location at the rear of the booth in peninsula and in-line booths. If you require outlets in other locations, have lights or electrical items to hang or erect, or have other electrical requirements please see the Electrical Labor order form for rates and instructions.
- A scaled floor plan is required for orders with multiple outlet locations and/or island booths. Detailed examples are provided on reverse. If a power location in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis.
- Electricity is turned on 30 minutes prior to show opening and turned off 30 minutes after show closes on show days. Power will be turned off immediately after final show closing. If you require power outside actual show hours, special arrangements should be made in advance. Additional charges may apply.
- If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power.
- If a dedicated circuit is required, please order 2000 watts/20 amps.
- Separate outlets should be ordered for each piece of equipment and/or each power location.
- A 50% refund will be applied to electrical services cancelled after installation. Refunds will not be issued for materials and/or labor charges related to the installation.
- **Extension cords and power strips are available at the Show Service Desk.**

TOTAL COST

Outlet(s)	\$ _____
Lighting	\$ _____
6.85% Tax	\$ _____
GRAND TOTAL	\$ _____

FREEMAN electrical

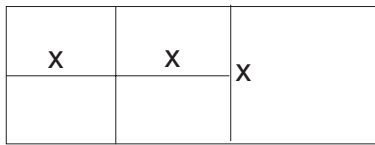
ELECTRICAL INSTRUCTIONS & CONDITIONS

HOW TO CALCULATE YOUR ELECTRICAL REQUIREMENTS:

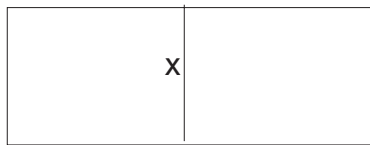
1. To order power for your lights, take the wattage on the bulb and multiply by the number of lights you are using.
2. For equipment, you may place your order by reading the rating plate on each individual piece of equipment. A separate outlet should be ordered for each piece of equipment as well as each location you require power. Rating plates are located on all pieces of electrical equipment and will indicate wattage, amperage or horsepower, voltage and phasing.
3. Dedicated outlets require a minimum 20 amp outlet and are double the price.

WHERE YOUR OUTLET WILL BE LOCATED IN YOUR BOOTH:

1. Your power will be installed in one location as indicated in the following diagrams, typically outlets will be placed on the floor in the back of the booth.
2. If power is required in locations other than those indicated below, secondary distribution will be billed on a time and material basis.
3. If a location for power in island booths is not provided prior to show move-in, you will be charged time & material for installation of main power as well as secondary distribution.



LINE BOOTHS / PENINSULA



BACK TO BACK PENINSULA



ISLAND BOOTH

Please see #3 above

OTHER:

1. **Labor is required for:** all under-carpet distribution of electrical wiring, all overhead distribution of electrical wiring, including coaxial cable, fiber optics, CAT5, etc. and the distribution of same from product to booth and from booth to booth, installation of lighting, electrical equipment, lighted signs, etc., when the combination of all outlets is greater than 20 amps or voltage is higher than 120 volts, for inspection of exhibitors power panels and equipment prewired to plug into our system. Billing will be done on a time and material basis. Please see Electrical Labor Order Form to place your order.
2. All material and equipment provided by Freeman Electrical Services is for rental purposes only and remains the property of Freeman Electrical Services. The provisions will be removed at the close of the show.
3. All equipment regardless of power source, must comply with Federal, State, and local codes. Freeman Electrical Services reserves the right to inspect all electrical devices and connections to ensure compliance with all codes. Freeman Electrical Services is required to refuse connections where the exhibitor wiring is not in accordance with local electrical code.
4. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered.
5. Exhibitors' cords must be a minimum of 14 gauge 3 wire with ground and must be flat when used for floorwork. All multi-outlet devices shall have circuit protection. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
6. Exhibitors' equipment will be modified to conform to Freeman Electrical Service's cord caps and will be billed on a time and material basis.
7. Exhibitors with hardwall displays must arrange for power to be dropped inside the booth or provide access.
8. The first ninety feet of cabling provided to deliver power to your booth is free. If additional cable is necessary to power your booth, it will be charged on a time and material basis.
9. Power sharing is not permitted between exhibitors.

FREEMAN

850 Spice Island Dr.
Sparks, NV 89431
(775) 355-4600 • Fax: (469) 621-5617
FreemanRenoES@freemanco.com

**INCLUDE THE FREEMAN METHOD
OF PAYMENT WITH YOUR ORDER**

NAME OF SHOW: SWLC Study Week 2011 • February 2 - 5, 2011

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 775-355-4600 to speak with one of our experts.

For fast, easy ordering, go to www.myfreemanonline.com

ELECTRICAL LABOR

LABOR RATES

Straight Time (per hour)..... **\$ 96.00**

Monday - Friday, 8:00 am - 5:00 pm (Excluding Holidays)

Overtime (per hour)..... **\$192.00**

Monday - Friday, 5:00 pm - 8:00 am All day Saturday, Sunday and Holidays

*** Dismantle labor is charged at 50% of the install labor.**

STEP 1

Review the list of work below to determine if electrical labor is required in your booth. None of the following services may be performed by other Unions, I & D Houses or Exhibitors, as it falls under electrical jurisdiction. Time and material charges will apply.

Labor Is Required For:

- 1 Floorwork - Distribution of electrical under carpet and flooring.
- 2 Boothwork - Distribution of electrical overhead (more than one drop location in your booth) and/or through booth structure.
- 3 Hook Up - Connection and hard-wiring of all 208 or higher voltage services, electrical motors, dimmers, disconnects or sound and projection equipment.
- 4 Lighting -
 - a) Assembly and installation of all mechanically fastened static lighting when wattage exceeds 2000 watts or more than 4 lights.
 - b) Assembly, installation and dismantle of electrical headers and/or light boxes.
- 5 Truss Work -
 - a) Assembly and installation of all lighting hung from truss or beams (including assembly and hanging of the truss), overhead lighting and distribution of power cables throughout the truss.
 - b) Assembly of ground support truss specifically for lighting (more than 4 lights or greater than 2000 watts).
- 6 Signage -
 - a) Installation of ground supported or hanging electrical or rotating signs.
 - b) Wiring of overhead signs.
- 7 Inspection - All Exhibitor's power panels and equipment pre-wired to plug into Freeman systems.
- 8 Lift Services -
 - a) Forklift
 - b) Scissorlift
 - c) Boom Lift
- 9 Miscellaneous-
 - a) Any electrical distribution and/or mechanical fastening to the exhibit or display of all electrical equipment, lighting fixtures, power tracks, etc.
 - b) Mounting of single monitors over 6' (to include plasma screens, LCD & CRT) and installation of hanging brackets.
 - c) Changes to or the addition of electrical connectors to electrical apparatus.
 - d) If the combination of all outlets is greater than 2000 watts/20amps or voltage is higher than 120 volt.

STEP 2 (Applicable to Floorwork only)

Complete the authorization below and submit a scaled floor plan indicating a main power drop, exact outlet locations (with wattage or amperage) complete with dimensions and booth orientation indicating surrounding aisle or booth numbers. See example on reverse. Please also submit the Freeman Method of Payment Form with credit card information. Floor work can only be completed in advance with a credit card on file and upon receipt of an acceptable floor plan and authorization to proceed. It is highly recommended to choose this option so that work is completed prior to your arrival and booth set up can begin immediately.

Authorized to proceed without supervision based on accompanying floor plan. Method of Payment attached.

Installation to be complete by Date _____ Time: _____

Authorized Signature: _____ Print Name: _____

If a company representative prefers to be present during electrical distribution, please complete Step 3 indicating Floor Work or #1 as Type of Work.

See Reverse Side for Additional Information and Conditions

NAME OF SHOW: **SWLC Study Week 2011 • February 2 - 5, 2011**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 775-355-4600 to speak with one of our experts.

STEP 3

Indicate the preferred date and time that labor and/or lift is required. (Start times cannot always be guaranteed). If no time is provided, work will be performed on a first-come, first served basis only upon request. Please visit the Freeman service desk to confirm that you are ready for service. If electricians are dispatched at time of request and no supervision is available, a minimum one hour labor charge per electrician will apply.

NAME OF ON-SITE AUTHORIZED REPRESENTATIVE _____

(Enter applicable # from Step 1)

Labor Request Day _____ Date _____ Time _____ # of Electricians _____ Type of Work _____

Day _____ Date _____ Time _____ # of Electricians _____ Type of Work _____

Lift Request Day _____ Date _____ Time _____ Est. # of Hours _____ Type of Lift _____

CANCELLATION POLICY

A 50% refund will be applied to electrical outlets cancelled after installation. Refunds will not be issued for materials and/or labor charges related to the installation.

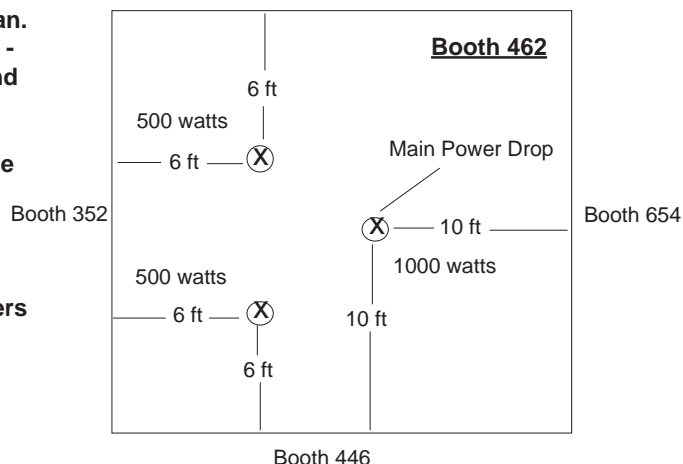
TERMS & CONDITIONS

- 1 Straight time rates apply to labor calls between the hours of 8:00 am and 5:00 pm, Monday through Friday. Overtime rates apply to labor calls before 8:00 am and after 5:00 pm, Monday through Friday, Saturdays, Sundays and Holidays.
- 2 Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.
- 3 A minimum charge of one hour is applicable to all labor requests. Additional time on the same day is billed in 1/2 hour increments. Continuations to another day are a minimum of 1 hour. Labor and lift service charges for dismantle will be one-half of the installation charge and will be automatically applied to your invoice.
- 4 Charges for labor commence at time of dispatch to service the labor call. A one hour minimum will apply if an exhibitor representative is not present at the time of call or reschedules the call, unless 24 hour advance notice is received in writing.
- 5 Labor charges will include the time for electricians to gather the necessary tools and material for the job, have their work checked by the client and return the tools and material to the supply area.
- 6 Every effort will be made to dispatch electricians as requested but start times cannot be guaranteed. 8:00 am calls will be filled on a first come first served basis as orders are received.
- 7 The first 90 feet of cable required to deliver power to your booth is provided at no charge. Additional cabling will be supplied on a time and material basis. Exhibitors may supply their own 14 gauge, 3 wire extension cords and/or power strips, both of which must be grounded and UL approved.
- 8 Lift equipment required for installation and dismantle purposes can be rented on an hourly basis, with a one hour minimum. At least one crew will be required to operate the equipment.
- 9 Claims will not be considered, or adjustments made, unless filed in writing, by Exhibitor, prior to the close of the event.
- 10 Freeman is not responsible for any damage or loss caused by the loss of power beyond its control and Exhibitor agrees to hold Freeman, its officers, directors, employees and agents harmless from such power loss. IN NO EVENT SHALL FREEMAN BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCTS LIABILITY OR OTHERWISE. Exhibitor shall indemnify and hold harmless Freeman, its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, fines penalties or costs of whatsoever nature (including reasonable attorneys' fees) arising out of or in any way connected with Exhibitor's actions or omissions under this Agreement.

EXAMPLE OF PLAN AND INFORMATION REQUIRED TO COMPLETE FLOORWORK

Please indicate the following on the floor plan.

1. Location and load of main power drop - please provide specific dimensions and wattages/amperages.
2. Location and load of all outlets - please provide specific dimensions and wattages/amperages.
3. Booth orientation - please provide surrounding aisle and/or booth numbers



COMPLETE THIS FORM ONLY IF YOU ARE SHIPPING YOUR EXHIBIT MATERIALS BY FREEMAN EXHIBIT TRANSPORTATION

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: SWLC Study Week 2011 • February 2 - 5, 2011

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 1-800-995-3579 to speak with one of our experts.

For fast, easy ordering, go to www.myfreemanonline.com

EXHIBIT TRANSPORTATION

TIPS FOR EASY ORDERING

- Credit card information must be on file prior to pick up, as charges will be included on your show services invoice.
- International Exhibitors remember - Shipments originating from countries other than the U.S. must be cleared through customs. Please call for additional information:
1-800-995-3579

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

PICK UP INFORMATION:

REQUESTED PICK UP DATE: _____

SHIPPER NAME: _____

SHIPPER ADDRESS: _____

CITY: _____

STATE: _____ ZIP: _____

DESTINATION

- I will be shipping to the **WAREHOUSE**
FRTR/Exhibiting Company Name & Booth # _____
Hold for: **SWLC Study Week 2011**
c/o FREEMAN / UPS FREIGHT
2900 W. California Ave.
Salt Lake City, UT 84104
MUST BE DELIVERED BY JANUARY 27, 2011
- I will be shipping to the **SHOW SITE**
FRTR/Exhibiting Company Name & Booth # _____
Hold for: **SWLC Study Week 2011**
Salt Palace Convention Center
c/o FREEMAN
100 South West Temple
Salt Lake City, UT 84101
CANNOT BE DELIVERED BEFORE 12:00 P.M. ON FEBRUARY 1, 2011

TYPE OF SERVICE - Choose One

- 1 Day: Delivery next business day (before 5:00 p.m.)
- 2 Day: Delivery by 5:00 p.m. second business day
- Deferred: Delivery within 3-4 business days
- Service via Air Transportation is charged based on Dimensional or Actual Weight whichever is greater.**
- Standard Ground: Dependent on distance
- Expedited Ground: Tailored to specific requirements
- Specialized: Pad Wrapped, uncrated or truckload
- Declared Value \$ _____
(Optional - \$20,000 maximum)

SHIPPING INFORMATION

Items to be shipped

Number of Pieces	Est. Weight
___ Crates (wooden)	_____
___ Cartons (cardboard)	_____
___ Cases/Trunks (fiber)(color) _____	_____
___ Skids/Pallets	_____
___ Carpet (color) _____	_____
___ Other _____	_____
___ Total	_____

Size of largest piece: (H) _____ (W) _____ (L) _____

NOTE: Shipments will be weighed and measured prior to delivery.

OUTBOUND SHIPPING

- I would like to schedule outbound Exhibit Transportation. Please provide me with a Material Handling Agreement at show site for my shipping instructions and signature.
- So we may print your Outbound Material Handling Agreement and labels, please complete the following information if **different from pick up address:**

Ship to address: _____

Number of Labels: _____

**FAX THIS COMPLETED FORM TO:
1-817-385-0983**

A TRANSPORTATION SPECIALIST WILL CALL YOU TO CONFIRM RECEIPT OF ORDER AND FINALIZE DETAILS.

**ANY QUESTIONS
PLEASE CALL:
1-800-995-3579**

SHOW # 254368

FREEMAN exhibit transportation

MOTOR CARGO

MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

This Contract establishes your legal obligations with regard to the property described herein being shipped with Freeman. It specifically limits your rights and possible recovery if your property is lost or damaged. You must accept all terms and conditions of this Contract. You confirm that you have read and agree with all the terms and conditions of this Contract by signing page one of this document or electronic acknowledgment of receipt without contest. This Contract may not be waived or varied, except in writing, and then only by an authorized representative of Freeman.

1. **DEFINITIONS.** In this Contract, "Freeman" means Freeman Decorating Services, Inc., and its respective employees, officers, directors, agents, assigns, affiliated companies, and related entities including any contractors appointed by Freeman. The term "Shipper" means the person or business for whom the property is being transported, and includes their respective employees, officers, directors, agents, assigns, affiliated companies, and contractors appointed by the Shipper, excluding only Freeman. "Property" is all objects of any type received from the Shipper for transport by Freeman as described herein. "Consignee" is the party to whom Shipper has designated the goods are to be delivered.

2. **FINAL CONTRACT BETWEEN THE PARTIES.** In exchange for Shipper's payments and Freeman's services, which the parties have specified in this two-page Contract, Freeman and Shipper each agree that this Contract shall govern their respective rights and obligations regarding transportation of Shipper's property. This Contract shall take effect when the property first comes into the physical possession of Freeman, and the responsibility of Freeman under same shall end when the property has been placed in the possession of the Consignee or the Consignee's designated agent. If any part or provision of this Contract is found by a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full force and effect.

3. **Freeman's RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED.** Freeman is responsible for the satisfactory performance of only those services which it directly provides under this Contract. Freeman shall not be responsible for the performance of individuals or firms who are not under the direct supervision or control of Freeman. Freeman shall not be responsible for events or causes of loss, delay, or damage beyond its reasonable control, including (by way of illustration only, and not as a limitation on the breadth of this clause), strike, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, facility failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, terrorism, act of war or belligerent parties, and any other cause or causes beyond the reasonable control of Freeman. Freeman shall not be liable for delay caused by highway obstructions, or faulty or impassable highways, or lack of capacity of any highway, bridge, or ferry, or caused by breakdown or mechanical defects of vehicles or equipment, or from any cause other than the negligence of Freeman. Freeman shall not be bound to transport by any particular schedule, means, vehicle or otherwise, other than with reasonable dispatch.

4. **PACKAGING AND CRATES.** Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Freeman makes neither representation nor any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association.

5. **PERISHABLE GOODS.** Goods of a perishable nature are carried in dry trailers without environmental or atmospheric control or other special services unless Shipper states on the face of the "Service Request and Shipping Instructions" that the goods are to be carried in a refrigerated, heated, specially ventilated or otherwise specially equipped trailer. This carriage is subject to the special services and charges offered in the Freeman tariff. Shipper is responsible for bringing the goods to the proper temperature before loading the goods into the trailer, for the proper stowage of the goods within the trailer, and for setting the temperature (including maintenance and repair), during all times after the trailer is spotted by Freeman and before the trailer is received by Freeman. Freeman is not responsible for product deterioration caused by inherent vice, defects in the merchandise or transit times in excess of product shelf life. Refrigerated, heated, specially ventilated or otherwise specially equipped trailers are not equipped to change the temperature of goods (they are equipped only to maintain temperature). Shipper will give written notice of requested temperature setting of the thermostatic controls before receipt of the goods by Freeman. When a loaded trailer is received, Freeman will verify that the thermostatic controls are set to maintain trailer temperature as requested. Freeman is unable to determine whether the goods were at the proper temperature when they were loaded into the trailer or when the trailer is delivered to Freeman. Air temperature at the unit sensor will be maintained within a proper range of plus or minus 5 degrees Fahrenheit of the temperature requested by Shipper on the face of the "Service Request and Shipping Instructions" if the goods were at that temperature when loaded into the container and if the temperature controls were properly set when the container was loaded.

6. **REFUSED SHIPMENTS.** If the Consignee refuses a shipment tendered for delivery or if Freeman is unable to deliver a shipment because of fault or mistake of the Consignor or Consignee, Freeman's liability shall then become that of a warehouseman.

(a) Freeman shall promptly attempt to provide notice, by telephonic, electronic or written communication as provided on the face of these shipping instructions, if so indicated, to Shipper or the party, if any, designated in these instructions to receive notice.

(b) Storage charges, based on Freeman's tariff, shall start no sooner than the next business day following the attempted notification. Storage may be, at Freeman's option, in any location that provides reasonable protection against loss or damage. Freeman may place the shipment in public storage at the owner's expense and without liability to Freeman.

(c) If Freeman does not receive disposition instructions within 48 hours of the time of Freeman's attempted first notification, Freeman will attempt to issue a second and final confirmed notification. Such notice shall advise that if Freeman does not receive disposition instructions within 10 days of that notification, Freeman may offer the shipment for sale at a public auction and Freeman has the right to offer the shipment for sale. The amount of sale will be applied to Freeman's invoice for transportation, storage and other lawful charges. Shipper will be responsible for the balance of charges not covered by the sale of the goods. If there is a balance remaining after all charges and expenses are paid, such balance will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.

(d) Where Freeman has attempted to follow the procedure set forth above and the procedure is not possible, nothing shall be construed to abridge the right of Freeman, at its option, to sell the property under such circumstances and in such manner as may be authorized by law.

(e) When perishable goods cannot be delivered and disposition is not given within a reasonable time, Freeman may dispose of property to the best advantage. When Freeman is directed by Consignee or Consignor to unload or deliver property at a particular location where Consignor, Consignee, or the Agent of either is not regularly located, Freeman's liability for the shipment shall terminate after unloading or delivery.

7. **INSURANCE.** Freeman IS NOT AN INSURER. Shipper is responsible for obtaining insurance for its property. Freeman provides no insurance for Shipper or its property.

8. **LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES.** Shipper understands that even if Shipper's property is lost, stolen, or damaged, Freeman does not pay replacement or restoration cost of any property. FREEMAN'S MAXIMUM LIABILITY SHALL BE THE AMOUNT OF PROVEN ACTUAL VALUE NOT EXCEEDING THE LOWER OF THE FAIR MARKET VALUE (THE "FAIR MARKET VALUE" EQUALS THE AS IS WHERE IS PRICE FOR THE PROPERTY AT THE LOCATION OF THE SHOW TO WHICH PRICE A WILLING BUYER AND A WILLING SELLER WOULD AGREE IN AN ORDINARY COURSE OF BUSINESS, ARM'S LENGTH SALE.) OR \$5.00 (USD) PER POUND OF CARGO LOST OR DAMAGED UNLESS AT THE TIME OF SHIPMENT SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE. Even if Shipper has made a declaration of value, liability shall never exceed the depreciated original invoice value or the fair market value of the property, whichever is less. The value per pound for applying declared valuation charges shall be determined by dividing Shipper's declared value for carriage by the actual weight of the shipment. In all cases not prohibited by law, where a lower value than the actual value of the said property has been stated in writing by Shipper or has been agreed upon in writing as the released value of the property upon which the rate is based, such lower value plus freight charges, if paid, shall be the maximum recoverable amount for loss or damage. **Notwithstanding the above limitations, all shipments containing the following items of extraordinary value are limited to a maximum declared value of \$500.00 (USD):**

(a) Artworks and objects of art, including without limitation, original paintings, drawings, etchings, watercolors, tapestries and sculptures;

(b) Clocks, jewelry, including costume jewelry, furs, and fur-trimmed clothing;

(c) Personal effects, including without limitation, papers and documents;

(d) Coin money, currency, gift certificates, debit cards, credit cards, and any other items of extraordinary value.

Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by Freeman for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. In any event, **Freeman's MAXIMUM LIABILITY WILL NEVER BE MORE THAN \$20,000 PER SHIPMENT.** Shipper understands that even if Shipper is not able to participate or fully participate in a Show due to loss of, theft of, or damage to their property, Freeman shall not be liable or responsible for damages identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profits damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, or damages for failure of performance, breach of contract damages, fraud damages, or any other sort of damage for tort or breach of contract. This limitation shall bind the parties

(a) whenever or wherever the claimed loss or damage may occur;

(b) even though the alleged loss or damage is claimed to result from negligence, strict liability, products liability, breach of contract, breach of statute or regulation, or any other legal theory or cause, and;

(c) even though Freeman may have been advised or be on notice of the possibility or even the probability of such damages.

9. **SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:**

(a) Shipper must pay in full for the services rendered under this Agreement at the time the services are requested. The existence of a dispute between Shipper and Freeman relative to any claim or other matter shall have no bearing on this duty of payment. No claim may be submitted by or on behalf of Shipper to Freeman unless Shipper's account is current.

(b) Shipper understands and acknowledges that Freeman does not accept or transport illegal or hazardous materials of any kind or nature. Shipper warrants and will ensure that its property is inert, and contains no Hazardous Substances, Hazardous Materials, Chemicals, Gasses, Explosives, Radioactive Materials, Biologically hazardous agents, or any other substance, matter or object in any form that could pose a threat to the health or safety of persons, property, or the public welfare in general. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.

(c) Shipper shall defend and indemnify Freeman, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following: Shipper's negligence, willful misconduct, or deliberate act; Shipper's violation of Federal, State, County or Local ordinances; Shipper's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management; and/or Shipper's failure to comply with subsection (b) of this section regarding the inclusion of any dangerous substances in the property placed with Freeman.

10. **CLAIMS.** Claims must be filed in writing within nine (9) months after the date of delivery of the property (or in the case of export traffic, within nine (9) months after delivery at the port of export), except that claims for failure to make delivery must be filed within nine (9) months after a reasonable time for delivery has elapsed. Suits for loss, damage, or delay shall be instituted against Freeman no later than two (2) years and one (1) day from the day when written notice is given by Freeman to the claimant that Freeman has disallowed the claim or any part or parts of the claim specified in the notice. Shipper shall deliver notice of claim for loss or damage by hand, U.S. mail, courier, facsimile, or electronic means to Freeman Exhibit Transportation, Cargo Claim Department, P.O. Box 560288, Dallas, TX 75360-0288 as soon as loss or damage is discovered. The notice of claim shall invite a prompt joint survey of the damage, at a time and place to be agreed between the parties, and such survey shall go forward promptly. However, if in any case the property is received by the Consignee or the Consignee's agent without notice of loss or damage to property being served on Freeman within 72 hours of the receipt of the property, it is agreed between Freeman and Shipper that in that instance the presumption shall arise that the property was delivered in proper quantity and in good condition. Claims filed more than nine (9) months following the date on which the property was delivered or should have been delivered are agreed to be forever time barred.

11. **CHOICE OF FORUM / ARBITRATION.** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS. Notwithstanding anything herein to the contrary, any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the award rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof.

12. **MISCELLANEOUS.** (a) Shipper warrants the accuracy of the weight and dimension data furnished in this Contract; (b) Shipper understands that once its property is shipped by Freeman pursuant to the instructions contained in this Contract, Shipper has no right to control the shipment, stop the shipment in transit, or divert or reschedule same. (c) Shipper agrees that this Contract may be provided to any third party, including common or contract carriers of cargo by air, water, rail, or road, for the purpose of confirming the right of Freeman to control the handling of the property and all matters related to payment for the shipment

AIR CARGO

AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

In tendering this shipment, the Shipper and Consignee agree to these TERMS which no agent or employee of the parties may alter. This Air Service Request and Shipping Instruction Contract is NON-NEGOTIABLE and has been prepared by Shipper, or if by Freeman or another on Shipper's behalf, it shall be deemed, conclusively, to have been prepared by the Shipper. The Shipper agrees that this shipment is subject to the TERMS stated herein. All TERMS, including but not limited to, all the limitations of liability, shall apply to our agents and their contracting carriers.

1. DEFINITIONS: In this Contract, "Freeman" means Freeman Decorating Services, Inc. and its respective employees, officers, directors, agents, assigns, affiliated companies, and related entities including any contractors appointed by Freeman. The term "Shipper" means the person or business for whom the property is being transported, and includes their respective employees, officers, directors, agents, assigns, affiliated companies, and contractors appointed by the Shipper, excluding only Freeman. "Property" is all objects of any type received from the Shipper for transport by Freeman as described herein. "Consignee" is the party to whom Shipper has designated the goods are to be delivered.

2. FINAL CONTRACT BETWEEN THE PARTIES: In exchange for Shipper's payments and Freeman's services, which the parties have specified in this two-page Contract (including the Air Cargo Service Request and Shipping Instructions), Freeman and Shipper each agree that this Contract shall govern their respective rights and obligations regarding transportation of Shipper's property. This Contract shall take effect when the property first comes into the physical possession of Freeman, and the responsibility of Freeman under same shall end when the property has been placed in the possession of the Consignee or the Consignee's designated agent. If any part or provision of this Contract is found by a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full force and effect.

3. Freeman's RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED: Freeman is responsible for the satisfactory performance of only those services which it directly provides under this Contract. Freeman shall not be responsible for the performance of individuals of firms who are not under the direct supervision or control of Freeman. Freeman shall not be responsible for events or causes of loss, delay, or damage beyond its reasonable control, including (by way of illustration only, and not as a limitation on the breadth of this clause), strike, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, facility failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, terrorism, act of war or belligerent parties, and any other cause or causes beyond the reasonable control of Freeman. EXCEPT FOR ELIGIBLE GUARANTEED SERVICE SHIPMENTS, Freeman DOES NOT GUARANTEE DELIVERY BY ANY SPECIFIC TIME OR DATE.

4. PACKAGING AND CRATES: Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Each piece must be legibly and durably marked with the name and address, including correct ZIP code of the Shipper and Consignee. When a container is used repetitively by Shipper, Shipper must remove all old labels, tags, markings, etc., and Shipper must ensure that the container retains adequate strength for transportation. Freeman makes neither representation nor any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association. For shipments of Perishable Commodities, U.S. and Canadian shipments must be packed to travel without spoilage for 72 hours from time of pickup; all International shipments must be packed to travel without spoilage for 24 hours beyond an agreed deadline. Freeman reserves the right to periodically embargo regions of the world due to conditions that may cause damage to perishable commodities.

5. REFUSED SHIPMENTS: If the Consignee refuses a shipment tendered for delivery or if Freeman is unable to deliver a shipment because of fault or mistake of the Consignor or Consignee, Freeman's liability shall then become that of a warehouseman.

(a) Freeman shall promptly attempt to provide notice, by telephonic, electronic or written communication as provided on the face of these shipping instructions, if so indicated, to Shipper or the party, if any, designated to receive notice in these instructions.

(b) Storage charges, based on Freeman's tariff, shall start no sooner than the next business day following the attempted notification. Storage may be, at Freeman's option, in any location that provides reasonable protection against loss or damage. Freeman may place the shipment in public storage at the owner's expense and without liability to Freeman.

(c) If Freeman does not receive disposition instructions within 48 hours of the time of Freeman's attempted first notification, Freeman will attempt to issue a second and final confirmed notification. Such notice shall advise that if Freeman does not receive disposition instructions within 10 days of that notification, Freeman may offer the shipment for sale at a public auction and Freeman has the right to offer the shipment for sale. The amount of sale will be applied to Freeman's invoice for transportation, storage and other lawful charges. Shipper will be responsible for the balance of charges not covered by the sale of the goods. If there is a balance remaining after all charges and expenses are paid, such balance will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.

(d) Where Freeman has attempted to follow the procedure set forth above and the procedure is not possible, nothing shall be construed to abridge the right of Freeman, at its option, to sell the property under such circumstances and in such manner as may be authorized by law.

(e) When perishable goods cannot be delivered and disposition is not given within a reasonable time, Freeman may dispose of property to the best advantage. Where Freeman is directed by Consignee or Consignor to unload or deliver property at a particular location where Consignor, Consignee, or the Agent of either is not regularly located, Freeman's liability for the shipment shall terminate after unloading or delivery.

6. LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES: Freeman's LIABILITY FOR DAMAGES ON DOMESTIC SHIPMENTS, INCLUDING BUT NOT LIMITED TO THOSE DAMAGES ARISING FROM OR RELATED TO MISDELIVERY, INCOMPLETE OR OTHERWISE INADEQUATE DELIVERY (INCLUDING BUT NOT LIMITED TO FAILURE TO FOLLOW SHIPPER OR CONSIGNEE INSTRUCTIONS OR FAILURE TO COLLECT OR PROPERLY DELIVER A PAYMENT INSTRUMENT), NONDELIVERY, MISSED PICKUP, AND LOSS OF OR DAMAGE TO CARGO, SHALL BE LIMITED TO THE HIGHER OF \$50.00 (USD) PER SHIPMENT OR \$.50 (USD) PER POUND (\$1.10 (USD) PER KILOGRAM) OF CARGO ADVERSELY AFFECTED THEREBY, PLUS TRANSPORTATION CHARGES APPLICABLE TO THAT PART OF THE SHIPMENT ADVERSELY AFFECTED THEREBY, UNLESS AT TIME OF SHIPMENT THE SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SERVICE REQUEST AND SHIPPING INSTRUCTIONS FORM AND PAYS THE APPROPRIATE VALUATION CHARGE. IN NO EVENT SHALL Freeman's LIABILITY EXCEED THE DECLARED VALUE OF THE SHIPMENT OR THE AMOUNT OF LOSS OR DAMAGE ACTUALLY SUSTAINED, WHICHEVER IS LOWER. IF CARRIAGE OF THE SHIPMENT IS SOLELY OR PARTLY BY AIR AND INVOLVES AN ULTIMATE DESTINATION OR A STOP IN A COUNTRY OTHER THAN THE COUNTRY OF DEPARTURE, Freeman's LIABILITY FOR CARGO LOST, DAMAGED OR DELAYED SHALL BE LIMITED TO \$9.07 PER POUND (\$20.00 PER KILOGRAM) FOR CARRIAGE SUBJECT TO THE UNAMENDED WARSAW CONVENTION OR THE WARSAW CONVENTION AS AMENDED BY THE HAGUE PROTOCOL OF 1955, 17 SPECIAL DRAWING RIGHTS PER KILOGRAM FOR CARRIAGE SUBJECT TO THE WARSAW CONVENTION AS AMENDED BY THE MONTREAL PROTOCOL NO. 4 OF 1975, OR \$9.07 PER POUND (\$20.00 PER KILOGRAM) FOR CARRIAGE WHERE THE WARSAW CONVENTION, INCLUDING ITS AMENDMENTS, DOES NOT APPLY FOR ANY REASON, UNLESS A HIGHER DECLARED VALUE IS REQUESTED, AND THE FEES SET FORTH IN THE SERVICE GUIDE FOR SUCH HIGHER DECLARED VALUE ARE PAID. FOR INTERNATIONAL SHIPMENTS, THIS SHIPPING REQUEST AND SHIPPING INSTRUCTION CONTRACT SHALL BE DEEMED AN AIR WAYBILL WITHIN THE MEANING OF THE WARSAW CONVENTION.

Notwithstanding the above limitations, domestic shipments containing the following items of extraordinary value are limited to a maximum declared value of \$500.00 (USD):

- artworks and objects of art, including without limitation original paintings, drawings, etchings, water colors, tapestries and sculpture;
- clocks, watches, jewelry (including costume jewelry), furs and fur-trimmed clothing;
- personal effects;
- and other inherently fragile or unique items, including prototypes, etc.

Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by Freeman for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. Shipper understands that even if Shipper is not able to participate or fully participate in a show due to loss of, theft of, or damage to its property, Freeman shall never be liable or responsible for damages identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profits damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, damages for failure of performance, breach of contract damages, fraud damages, or any other sort of damage for tort or breach of contract. This limitation shall bind the parties

- whenever or wherever the claimed loss or damage may occur;
- even though the alleged loss or damage is claimed to result from negligence, strict liability, products liability, breach of contract, breach of statute or regulation, or any other legal theory or cause; and;
- even though Freeman may have been advised or be on notice of the possibility or even the probability of such damages.

Freeman makes no warranties, express or implied, and expressly disclaims any and all warranties. Except for Freeman's failure to deliver in accordance with the Guaranteed Service section of the Service Guide, Freeman will not be liable for misdelivery, incomplete or otherwise inadequate delivery (including but not limited to failure to follow Shipper or Consignee instructions or failure to collect or properly deliver a payment instrument), non-delivery, missed pickup, delay on International shipments, loss or damage unless caused by Freeman's sole negligence.

7. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

(a) Shipper must pay in full for the services rendered under this Contract at the time the services are requested. The existence of a dispute between Shipper and Freeman relative to any claim or other matter shall have no bearing on this duty of payment. No claim submitted by or on behalf of Shipper will be processed unless Shipper's account is current.

(b) Shipper understands and acknowledges that Freeman does not accept or transport illegal, dangerous or hazardous materials of any kind or nature. Shipper warrants and ensures that its property is inert, and contains no Hazardous Substances, Hazardous Materials, Chemicals, Gases, Explosives, Radioactive Materials, Biologically hazardous agents, or any other substance, matter or object in any form that could pose a threat to the health or safety of persons, property or the public welfare in general. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.

(c) Shipper shall defend and indemnify Freeman, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following: Shipper's negligence, willful misconduct, or deliberate act; Shipper's violation of Federal, State, County or Local ordinances; Shipper's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management; and/or Shipper's failure to comply with (b) of this Agreement regarding the inclusion of any dangerous substances in the property placed with Freeman.

8. CLAIMS: Shipper, Consignee, or any other party claiming an interest in the shipment must notify Freeman immediately upon delivery, or in the case of loss or damage which could not have been noted at the time of delivery, within fourteen (14) days of delivery, of any loss or damage to the shipment. Receipt of the shipment by the Consignee or the Consignee's agent without written notice on the delivery receipt and/or delivery manifest will be prima facie evidence that the shipment was delivered in good condition. The amount of the claim may not be deducted from the transportation charges. Notice of loss or damage MUST be reported to Freeman at 800-995-3579. The shipment, its container(s), and packing material must be made available to Freeman for inspection at the delivery location. All shipments are subject to opening for inspection by Freeman; however, Freeman is not obligated to perform such inspection. All claims for loss or damage MUST be made in writing to Freeman within one hundred and twenty (120) calendar days after the date of acceptance of the shipment by Freeman. Please refer to the Service Guide for claim procedures. All claims for service failure must be made within thirty (30) calendar days from the date of shipment and Freeman's sole liability for such claims arising from Guaranteed Service shipments shall be limited to the transportation charges as provided in the Guaranteed Service section of the Service Guide. All claims for overcharge must be made in writing to Freeman within sixty (60) calendar days after the invoice date. No action for loss or damage may be maintained against Freeman unless (a) claimant complies with all requirements of this section and (b) for domestic shipments, if the claimant commences the action within one (1) year of the shipment by Freeman unless otherwise required by International, Federal or State Law. If the claim is for loss or damage involving International shipments, claimant must commence the action within two (2) years from the date of acceptance of the shipment by Freeman unless otherwise required by International, Federal or State Law. For purposes of this section, no action shall be deemed to have commenced until receipt by Freeman of service of process of the action on Freeman. Claims for loss or damage must be delivered to the following address: Freeman Exhibit Transportation, Cargo Claim Department, P.O. Box 560288, Dallas, TX 75360-0288.

9. CHOICE OF FORUM: THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE UNITED STATES (INCLUDING ADOPTED INTERNATIONAL CONVENTIONS) AND THE STATE OF TEXAS WITHOUT GIVING EFFECT TO THE STATE'S CONFLICT OF LAWS RULES. FREEMAN AND SHIPPER AGREE THAT ANY CLAIM OR DISPUTE OF ANY SORT ARISING OUT OF OR IN ANY WAY RELATED TO THIS CONTRACT, ITS PERFORMANCE OR NONPERFORMANCE, OR DAMAGES ALLEGEDLY RESULTING FROM SAME WILL BE ARBITRATED IN THE CITY OF DALLAS, TEXAS, AND THE RULES OF THE AMERICAN ARBITRATION ASSOCIATION WILL APPLY. IF BINDING ARBITRATION IS UNAVAILABLE TO RESOLVE ANY CONTROVERSY AND IT IS NECESSARY TO LITIGATE THE DISPUTE, THE DISPUTE SHALL BE LITIGATED IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS.

10. MISCELLANEOUS: Shipper warrants the accuracy of the weight and dimension data furnished in this Contract. Shipper understands that once its property is shipped by Freeman pursuant to the instructions contained in this Contract, Shipper has no right to control the shipment; stop the shipment in transit, or divert or reschedule same, and that Shipper will have no control over the property until it is delivered pursuant to the instructions in this Contract. Shipper agrees that this Contract may be provided to any third party, including common or contract carriers of cargo by air, water, rail, or road, for the purpose of confirming the right of Freeman to control the handling of the property and all matters related to payment for the shipment.

F R E E M A N

R U S H

DO NOT DELAY

DEADLINE DATE JANUARY 27, 2011

TO: _____

EXHIBITOR NAME

**C/O FREEMAN / UPS FREIGHT
2900 W. CALIFORNIA AVE.
SALT LAKE CITY, UT 84104**

WAREHOUSE

_____ **SWLCL STUDY WEEK 2011**

BOOTH # _____ **NO. OF PIECES** _____

CARRIER _____

F R E E M A N

R U S H

DO NOT DELAY

DEADLINE DATE JANUARY 27, 2011

TO: _____

EXHIBITOR NAME

**C/O FREEMAN / UPS FREIGHT
2900 W. CALIFORNIA AVE.
SALT LAKE CITY, UT 84104**

WAREHOUSE

_____ **SWLCL STUDY WEEK 2011**

BOOTH # _____ **NO. OF PIECES** _____

CARRIER _____

F R E E M A N

R U S H

DO NOT DELAY

NOT BEFORE FEBRUARY 1, 2011

TO: _____

EXHIBITOR NAME

**C/O FREEMAN
SALT PALACE CONVENTION CENTER
100 SOUTH WEST TEMPLE
SALT LAKE CITY, UT 84101**

SHOWSITE

_____ **SWLC STUDY WEEK 2011**

BOOTH # _____ **NO. OF PIECES** _____

CARRIER _____

F R E E M A N

R U S H

DO NOT DELAY

NOT BEFORE FEBRUARY 1, 2011

TO: _____

EXHIBITOR NAME

**C/O FREEMAN
SALT PALACE CONVENTION CENTER
100 SOUTH WEST TEMPLE
SALT LAKE CITY, UT 84101**

SHOWSITE

_____ **SWLC STUDY WEEK 2011**

BOOTH # _____ **NO. OF PIECES** _____

CARRIER _____

WHAT ARE FREIGHT SERVICES?

As the official service contractor, Freeman is the exclusive provider of freight services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. It should not be confused with the cost to transport your exhibit material to and from the convention or event. You have two options for shipping your advance freight — either to the warehouse or directly to show site.

How do I ship to the warehouse?

- We will accept freight beginning 30 days prior to show move-in.
- To check on your freight arrival, call Exhibitor Services at the location listed on Quick Facts.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on Quick Facts. Your freight will still be received after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday, except holidays. Refer to Quick Facts for warehouse hours. No appointment is necessary.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets. Loose or pad-wrapped material must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.
- Warehouse freight will be delivered to the booth prior to exhibitor set up.
- Please call the number located on Quick Facts if you want to ship oversized material that requires special equipment to the warehouse.

How do I ship to show site?

- Freight will be accepted only during exhibitor move-in. Please refer to Quick Facts for the specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.

What about prepaid or collect shipping charges?

- Collect shipments will be returned to the delivery carrier.
- To ensure that your freight does not arrive collect, mark your bill of lading "prepaid."
- "Prepaid" designates that the transportation charges will be paid by the exhibitor or a third party.

How should I label my freight?

- The label should contain the exhibiting company name, the booth number and the name of the event.
- The specific shipping address for either the warehouse or show site is located on Quick Facts.

How do I estimate my Material Handling charges?

- Charges will be based on the weight of your shipment. Each shipment received is considered separately. The shipment weight will be rounded to the next 100 pounds. Each 100 pounds is considered one "cwt." (one hundred weight). All shipments are subject to reweigh.
- On the Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
- Next, select the category that best describes your shipment. There are three categories of freight:

Crated: material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

Special Handling: material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and constricted space unloading, designated piece unloading, loads mixed with pad-wrapped material, loads failing to maintain shipping integrity, carpet and/or pad-only shipments, and shipments that require additional time, equipment or labor to unload. Federal Express and UPS are included in this category due to their delivery procedures.

Uncrated: material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

- Add overtime charges for inbound if material is delivered to the booth during the overtime period stated on Quick Facts. This includes both warehouse and show site shipments.

- Add overtime charges for outbound if material is loaded onto the outbound carrier during the overtime period stated on Quick Facts.
- Add the late delivery charge listed on the Order Form if the shipment is accepted at the warehouse or at show site after the deadline date listed on Quick Facts.
- The above services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight of the shipment.
- Shipments received without receipts or freight bills, such as UPS and Federal Express, will be delivered to the booth without guarantee of piece count or condition.

What happens to my empty containers during the show?

- Pick up "Empty Labels" at the Service Center. Place a label on each container. Labeled containers will be picked up periodically and stored in non-accessible storage during the show.
- At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.

How do I protect my materials after they are delivered to the show or before they are picked up after the show?

- Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show — the time between your departure and the actual pick-up of your materials. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

How do I ship my materials after the close of the show?

- Each shipment must have a completed Material Handling Agreement in order to ship materials from the show. All pieces must be labeled individually.
- To save time, complete and submit the Outbound Shipping Form in advance, or you may contact the Service Center at show site for your shipping documents. The Material Handling Agreement and labels will be processed and available prior to show closing.
- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Service Center.
- Call your designated carrier with pick-up information. Please refer to Quick Facts for specific dates and times. In the event your selected carrier fails to show on final move-out day, your shipment will either be rerouted on Freeman's carrier choice or delivered back to the warehouse at the exhibitor's expense.
- For your convenience, show recommended carriers will be on site to handle outbound transportation.

Where do I get a forklift?

- Forklift orders to install or dismantle your booth after materials are delivered may be ordered in advance or at show site. We recommend that you order in advance to avoid additional charges at show site. Refer to the Order Form for available equipment.
- Advance and show site orders for equipment and labor will be dispatched once a company representative signs the labor order at the Service Center.
- Start time is guaranteed only when equipment is requested for the start of the working day.

Do I need insurance?

- Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies.
- All materials handled by Freeman are subject to the enclosed Terms and Conditions.

Other available services (may not be available in all locations)

- Cranes
- Scissor lifts, condors
- Access storage at show site
- Exhibit transportation services (see enclosed brochure)
- Security storage at show site
- Short-term and long-term warehouse storage
- Local pick-up and delivery
- Priority empty return

F R E E M A N

850 Spice Island Dr.
Sparks, NV 89431
(775) 355-4600 • Fax: (469) 621-5617
FreemanRenoES@freemanco.com

**INCLUDE THE FREEMAN METHOD
OF PAYMENT WITH YOUR ORDER**

NAME OF SHOW: SWLC Study Week 2011 • February 2 - 5, 2011

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 775-355-4600 to speak with one of our experts.

Let Freeman OnLine® estimate your material handling charges for you. Log on to www.myfreemanonline.com, select your show and click on "Estimate My Material Handling Costs". From Freeman OnLine® you can print extra shipping labels, get tips on how to package your freight and much more.

MATERIAL HANDLING SERVICES

- CRATED:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- SPECIAL HANDLING:** Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad-wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. **Federal Express, UPS, Airborne Express & DHL** are included in this category due to their delivery procedures. (See definitions on back)
- UNCRATED:** Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- STRAIGHT TIME:** 8:00 A.M. to 5:00 P.M. Monday through Friday
- OVERTIME:** 5:00 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays
(Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)
- WAREHOUSE HOURS:** 8:00 A.M. to 5:00 P.M. Monday through Friday, Holidays excluded.

Description	Price Per CWT	Minum
RATE CLASSIFICATIONS:		
Warehouse Shipment (200 lb. minimum)		
Crated or Skidded Shipment.....	\$ 61.40	122.80
Special Handling Shipment.....	\$ 79.80	159.60
Show Site Shipment (200 lb. minimum)		
Crated or Skidded Shipment.....	\$ 57.60	115.20
Special Handling Shipment.....	\$ 74.90	149.80
Uncrated or Pad Wrapped Shipment.....	\$ 86.40	172.80
Small Package - Maximum weight is 30 lbs per shipment*	\$ 37.30	
<small>*A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 30 lbs that is received on the same day, from the same shipper and delivered by the same carrier.</small>		
ADDITIONAL SURCHARGES:		
Shipment Delivered after Deadline Date (in addition to above rates)		
Warehouse Shipment after JANUARY 27, 2011	\$ 15.35	30.70
Show Site Shipment after Show Opening.....	\$ 14.40	28.80
Overtime Charge - Inbound (in addition to above rates)		
Crated or Skidded Shipment.....	\$ 14.40	28.80
Special Handling Shipment.....	\$ 18.75	37.50
Uncrated or Pad Wrapped Shipment.....	\$ 21.60	43.20
Overtime Charge - Outbound (in addition to above rates)		
Crated or Skidded Shipment.....	\$ 14.40	28.80
Special Handling Shipment.....	\$ 18.75	37.50
Uncrated or Pad Wrapped Shipment.....	\$ 21.60	43.20

Description	Weight	CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =			
Surcharges	÷ 100 =			
			6.85% Tax	N/A
			Total	

Tips to Save on Material Handling

- **Consolidate shipments** - when total weight is less than 200 lbs. For Example:

<u>3 Separate Shipments</u> 60 lbs. charged @ 200 lbs. \$ 122.80 52 lbs. charged @ 200 lbs. \$ 122.80 65 lbs. charged @ 200 lbs. \$ 122.80 = \$368.40	<u>1 Consolidated Shipment</u> 3 pieces (1 shipment) 177 lbs. @ 200 lbs = \$122.80
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Added benefit - your shipments are less likely to get misplaced if they are packaged together with larger items.

FREEMAN material handling

SPECIAL HANDLING DEFINITIONS

for frequently asked questions and material handling estimator tools, go to www.myfreemanonline.com

Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, carpet/pad only shipments or stacked shipments. Also included are shipment integrity, alternate delivery locations, mixed shipments, and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment, to unload, sort and deliver.

What is Ground Loading/Unloading?

Vehicles that are not dock height, preventing the use of loading docks, such as U-hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not dock level, etc.

What is Constricted Space Loading/Unloading?

Trailer loaded "high and tight" shipments that are not easily accessible. Freight is loaded to full capacity of trailer – top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.

What is Designated Piece Loading/Unloading?

Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.

What are Stacked Shipments?

Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or "cubed out" shipments, loose items placed on top of crates and/or pallets constitute special handling.

What is Shipment Integrity?

Shipment integrity involves shipments on a carrier that are intermingled, or delivered in such a manner that additional labor is needed to sort through and separate the various shipments on a truck for delivery to our customers.

What is Alternate Delivery Location?

Alternative delivery location refers to shipments that are delivered by a carrier that requires us to deliver some shipments to different levels in the same building, or to other buildings in the same facility.

What are Mixed Shipments?

Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling. Freeman defines special handling for mixed loads as having less than 50% of the volume as uncrated.

What does it mean if I have "No Documentation"?

Shipments arrive from a small package carrier (including, among others, Federal Express, UPS, Airborne Express & DHL) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

What about carpet only shipments?

Shipments that consist of carpet and/or carpet padding only require special handling because of additional labor and equipment to unload.

What is the difference between Crated and Uncrated Shipments?

Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons, and properly packed skids. An uncrated shipment is material that is shipped loose or pad-wrapped, and/or unskidded without proper lifting bars and hooks.

F R E E M A N

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COMPANY NAME _____ BOOTH #: _____

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E-MAIL ADDRESS _____

For Assistance, please call 775-355-4600 to speak with one of our experts.

For fast, easy ordering, go to www.myfreemanonline.com
FORKLIFT RIGGING EQUIPMENT AND LABOR

Straight Time: 8:00 A.M. to 5:00 P.M. Monday through Friday

Overtime: 5:00 P.M. to 8:00 A.M. Monday through Friday and all day Saturday, Sunday and Holidays.

- Show site prices will apply to all labor orders placed at show site
- Start time guaranteed only at start of working day
- One hour minimum - labor thereafter is charged in half (1/2) hour increments
- Supervisor must check in at Service Desk to pickup labor
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth

Part#	Description	Advance Price	Show Site Price
FORKLIFT LABOR			
304050	Forklift w/operator - up to 5,000 lbs - ST.....	\$146.00	\$189.80
304051	Forklift w/operator - up to 5,000 lbs - OT.....	229.00	297.70
3040100	Forklift w/operator - up to 10,000 lbs - ST.....	156.00	202.80
3040101	Forklift w/operator - up to 10,000 lbs - OT.....	244.00	317.20
3040150	Forklift w/operator - up to 15,000 lbs - ST.....	177.00	230.10
3040151	Forklift w/operator - up to 15,000 lbs - OT.....	260.00	338.00
304040	Forklift w/operator - 4-Stage - ST.....	203.00	263.90
304041	Forklift w/operator - 4-Stage - OT.....	281.00	365.30

RIGGING LABOR			
3020200	Rigger Foreman - ST.....	\$ 78.00	\$ 101.40
3020201	Rigger Foreman - OT.....	124.00	161.20
3020100	Rigger - ST.....	75.00	97.50
3020101	Rigger - OT.....	121.00	157.30

VEHICLE SPOTTING			
257024	Vehicle Spotting (Round Trip)	\$ 177.00	

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Sub-Total	
_____							Tax	N/A
_____							Total	

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Sub-Total	
_____							Tax	N/A
_____							Total	

FREEMAN forklift / rigging labor

FREEMAN

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Sparks, NV 89431
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FreemanRenoES@freemanco.com

OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

NAME OF SHOW: SWLC Study Week 2011 • February 2 - 5, 2011
COMPANY NAME _____ BOOTH #: _____
CONTACT NAME: _____ PHONE #: _____
E-MAIL ADDRESS _____

For Assistance, please call 775-355-4600 to speak with one of our experts.

For fast, easy ordering, go to www.myfreemanonline.com

EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU IN ADVANCE AND WILL DELIVER THEM TO YOUR BOOTH AT SHOW SITE TO REVIEW AND SIGN. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM.

SHIPPING INFORMATION

FROM: SHIPPER/EXHIBITOR NAME: _____
BILLING ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
SHIP TO: COMPANY NAME: _____
DELIVERY ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
PHONE#: _____ ATTN: _____
SPECIAL INSTRUCTIONS: _____

METHOD OF SHIPMENT

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW

FREEMAN EXHIBIT TRANSPORTATION

- 1 Day: Delivery next business day
- 2 Day: Delivery by 5:00 P.M. second business day
- Expedited
- Deferred: Delivery within 3-4 business days
- Standard Ground
- Specialized: Pad wrapped, uncrated, or truckload

OTHER COMMON CARRIER

OTHER VAN LINE

OTHER AIR FREIGHT

Carrier's Phone # _____

Next Day Second Day Deferred

Once your shipment is packed and ready to be picked up, please return the Material Handling Agreement to the Exhibitor Services Center.

Verify the piece count, weight and that a signature is on the Material Handling Agreement prior to shipping out.

SHIPMENTS WITHOUT PAPERWORK TURNED IN WILL BE RETURNED TO OUR WAREHOUSE AT EXHIBITOR'S EXPENSE.

Freeman will make arrangements for all Freeman Exhibit Transportation shipments. Arrangements for pick-up by other carriers is the responsibility of the exhibitor. During exhibitor move-out, when time permits, Freeman will attempt a courtesy phone call to your carrier to confirm the scheduled pick-up.

DESIRED NUMBER OF LABELS: _____

PAYMENT & LABOR

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. The terms and conditions set forth below become a part of the Contract between FREEMAN and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- THE METHOD OF PAYMENT FORM IS SIGNED; OR
- AN ORDER FOR LABOR, SERVICES AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR OR
- WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH FREEMAN.

DEFINITIONS

For purposes of this Contract, "FREEMAN" means Freeman Decorating Services, Inc. ("FDSI"), Freeman Decorating Ltd. Freeman Audio Visual Solutions, Inc., and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

PAYMENT TERMS

Full payment, including any applicable tax, is due at the time the order is placed. Purchase orders are not considered payment. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional After Deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of Freeman except where specifically identified as a sale. All equipment rentals are based on Show Rates and apply only to Show Days. Rental prices on Audio Visual equipment (including computers) do not include labor, delivery, electrical services or removal of the equipment from the booth. Exhibitor agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and/or damage to Freeman's property. Exhibitor will notify Freeman immediately of any damage to rental equipment and agrees to be billed for any damage to, or loss of, rental equipment rented to Exhibitor. In case of cancellation of any labor orders by Exhibitor a one-hour "per person, per hour" charge will be applied for all labor and equipment orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom-Cut Carpet, Modular Rental Exhibits, Audio Visual and/or Computer Equipment and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. If the Show or Event is canceled because of reasons beyond Freeman's control, Exhibitor remains responsible for all charges for services and equipment provided up to and including the date of cancellation. Freeman will not issue refunds to Exhibitor of any payments made before the date of cancellation. Exhibitor is solely responsible for, and agrees to pay, any and all charges related to removal of items from Exhibitor's booth after the show has ended even if items were provided by, or belong to a third party. It is Exhibitor's responsibility to advise the Freeman Service Center Representative of problems with any orders, and to check the Exhibitor's invoice for accuracy prior to the close of the Show or Event. If Exhibitor is exempt from payment of sales tax, Freeman requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless Exhibitor is rebilling these charges to its customers. For International Exhibitors, Freeman requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any preapproved unpaid balance after the close of the show; terms will be net, due and payable in Dallas, Texas upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a pre-paid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by Freeman shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, Exhibitor agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the Exhibitor and Freeman relative to any loss, damage, or claim, such Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due to Freeman for its services, as an offset against the amount of any alleged loss or damage. Freeman reserves the right to charge Exhibitor for the difference between the Exhibitor's estimate of charges and the actual charges incurred by Exhibitor, or for any charges that Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. If Exhibitor provides a credit card for payment and charges are rejected by the Exhibitor's credit card company for any reason, Freeman hereby provides notice that it reserves the right, and Exhibitor authorizes Freeman, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the Exhibitor's account. Exhibitor hereby grants a lien on its property in Freeman's possession to the extent of any outstanding obligations owed to Freeman by Exhibitor.

LABOR UNDER SUPERVISION OF EXHIBITOR: Exhibitor shall be responsible for the performance of labor provided under this section. It is the responsibility of Exhibitor to supervise labor secured through Freeman in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with Freeman's Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. It is the responsibility of Exhibitor to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed. **INDEMNIFICATION:** Exhibitor agrees to indemnify, hold harmless, and defend Freeman from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) arising out of work performed by labor provided by Freeman but supervised by Exhibitor. Further, the Exhibitor's indemnification of Freeman includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by Freeman to work in a manner that violates any of the above rules, regulations, and/or ordinances.

IMPORTANT

PLEASE REFER TO FREEMAN'S "MATERIAL HANDLING TERMS & CONDITIONS" AS IT RELATES TO MATERIAL HANDLING SERVICES AND TO THE "SERVICE REQUEST & SHIPPING INSTRUCTIONS CONTRACT" AS IT RELATES TO TRANSPORTATION SERVICES. CONTRACT TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH FREEMAN. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH FREEMAN.

MATERIAL HANDLING

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.

The terms and conditions set forth below become a part of the Contract between FREEMAN and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- THE MATERIAL HANDLING SERVICE AGREEMENT IS SIGNED; OR
- EXHIBITOR'S MATERIALS ARE DELIVERED TO FREEMAN'S WAREHOUSE OR TO A SHOW OR EXPOSITION SITE FOR WHICH FREEMAN IS THE OFFICIAL SHOW CONTRACTOR; OR
- AN ORDER FOR LABOR AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH FREEMAN.

1. DEFINITIONS. For purposes of this Contract, "FREEMAN" or "The Freeman Companies" means Freeman Decorating Services, Inc., Freeman Decorating Ltd., Freeman Exhibit, AVW-TELAV Inc., Freeman Transportation, Hoffend Xposition, Stage Rigging, Inc., Kerry Technical Services, TFC, Inc., Freeman Electrical Services, and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited to, any subcontractors FREEMAN may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

2. PACKAGING AND CRATES. FREEMAN shall not be responsible for damage to loose or uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed materials. In addition, FREEMAN shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by fork-lift and similar means.

3. EMPTY CONTAINERS. Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of EXHIBITOR or its representative. All previous labels must be removed or obliterated. FREEMAN assumes no responsibility for:

- Error in the above procedures
- Removal of containers with old empty labels and without FREEMAN labels
- Improper information on empty labels

FREEMAN WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHILE SAME ARE IN EMPTY CONTAINER STORAGE.

4. INBOUND SHIPMENT(S). Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of EXHIBITOR or its representative, and during such time the materials will be left unattended. FREEMAN WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT SHOW SITE. FREEMAN highly recommends the securing of security services from Facility or Show Management.

5. OUTBOUND SHIPMENT(S). Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and the actual pick-up of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. FREEMAN WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS BEFORE SAME HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. FREEMAN highly recommends the securing of security services from Facility or Show Management. All Material Handling Agreements submitted to FREEMAN by EXHIBITOR will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to FREEMAN and the actual count of such items in the booth at the time of pickup.

6. DELIVERY TO THE CARRIER FOR RELOADING. FREEMAN assumes no responsibility for loss, damage, theft, or disappearance of EXHIBITOR'S materials after same have been delivered to EXHIBITOR'S appointed carrier, shipper, or agent for transportation after the conclusion of the show. FREEMAN loads the materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. FREEMAN assumes no responsibility for loss, damage, theft or disappearance of EXHIBITOR'S materials that arises out of improperly loaded materials.

7. DESIGNATED CARRIERS. In order to expedite removal of materials from show site as required by Show Management and/or the facility, FREEMAN shall have the authority to change the EXHIBITOR designated carrier if that carrier does not pick up the shipment(s) at the appointed time. Where no disposition is made by EXHIBITOR, materials may be taken to a warehouse to await EXHIBITOR'S shipping instructions and EXHIBITOR agrees to be responsible for charges relating to such rerouting and handling. In no event shall FREEMAN be responsible for any loss resulting from such rerouting designation.

8. FREEMAN'S RESPONSIBILITIES. FREEMAN shall be responsible only for those services which it directly provides. FREEMAN assumes no responsibility for any persons, parties, or other contracting firms not under FREEMAN'S direct supervision and control. FREEMAN'S performance hereunder is subject to, and FREEMAN shall not be responsible for loss, delay, or damage due to, strike, lockouts, work stoppages, natural elements, vandalism, Act of God, civil disturbances, power failures, explosions, acts of terrorism or war, or for any other cause beyond FREEMAN'S reasonable control, nor for ordinary wear and tear in the handling of materials.

9. INSURANCE. It is understood that FREEMAN is not an insurer. Insurance on exhibit materials, if any, shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide FREEMAN with a release of subrogation to the extent of any insurance settlement received.

10. CLAIM(S) FOR LOSS. EXHIBITOR agrees that any and all claims for loss or damage must be submitted to FREEMAN immediately at the show site, and in any case not later than thirty (30) business days after the conclusion of the show or exposition. (For purposes of claim reporting, the "conclusion" of the show shall be construed as the time when EXHIBITOR'S materials are delivered to the carrier for transportation from the show site or from FREEMAN'S warehouse). All claims reported after thirty (30) days will be rejected. In no event shall a suit or action be brought against FREEMAN more than one (1) year after the date of loss or damage occurred.

(a) **PAYMENT FOR SERVICES MAY NOT BE WITHHELD.** In the event of any dispute between the EXHIBITOR and FREEMAN relative to any loss, damage, or claim, EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due FREEMAN for its services as an offset against the amount of any alleged loss or damage. Any claims against FREEMAN shall be considered a separate transaction and shall be resolved on their own merits.

(b) **MAXIMUM RECOVERY.** If found liable for any loss, FREEMAN'S sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR'S materials and EXHIBITOR'S sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is less.

(c) **BREACH OF CONTRACT AND/OR NEGLIGENCE ONLY.** FREEMAN'S liability shall be limited to any loss or damage which results solely from FREEMAN'S NEGLIGENCE in the actual physical handling of the items comprising EXHIBITOR'S shipment(s) OR which results from BREACH OF THIS CONTRACT and not for any other type of loss or damage. In no event shall FREEMAN be liable to the EXHIBITOR or to any other party for special, collateral, exemplary, indirect, incidental, or consequential damages, whether such damages occur either prior or subsequent to, or are alleged as a result of, tortious conduct, failure of the equipment or services of FREEMAN or breach of any of the provisions of this Contract, regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if FREEMAN has been advised or has notice of the possibility of such damages, or for any damages caused by EXHIBITOR'S failure to perform EXHIBITOR'S responsibilities. Such excluded damages include but are not limited to loss of profits, loss of use, interruption of business or other consequential or indirect economic losses.

11. DECLARED VALUE. Declarations of Declared Value are between the EXHIBITOR and the selected Carrier ONLY, and are in no way an extension of FREEMAN'S maximum liability stated herein. FREEMAN will use commercially reasonable efforts to transmit the Declared Value instructions to the selected Carrier; however, FREEMAN WILL NOT BE LIABLE FOR ANY CLAIM ARISING FROM THE TRANSMITTAL OF, OR FAILURE TO TRANSMIT, DECLARED VALUE INSTRUCTIONS TO THE CARRIER NOR FOR FAILURE OF THE CARRIER TO UPHOLD THE DECLARED VALUE OR ANY OTHER TERM OF CARRIAGE.

12. JURISDICTION / ARBITRATION. THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS. Notwithstanding anything herein to the contrary, any controversy or claim arising out of or relating to this Contract, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the award rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof.

13. INDEMNIFICATION. EXHIBITOR agrees to indemnify and forever hold harmless FREEMAN and its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following:

- EXHIBITOR'S negligent supervision of any labor secured through FREEMAN, or the negligent supervision of such labor by any of EXHIBITOR'S employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC);
- EXHIBITOR'S negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of EXHIBITOR'S employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or exposition to which this Contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of FREEMAN'S equipment;
- EXHIBITOR'S violation of Federal, State, County or Local ordinances;
- EXHIBITOR'S violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.

14. WAIVER & RELEASE. EXHIBITOR, as a material part of the consideration to FREEMAN for material handling services, waives and releases all claims against FREEMAN with respect to all matters for which FREEMAN has disclaimed liability pursuant to the provisions of this Contract.

15. SEVERABILITY. If any provision of this Contract proves to be illegal, invalid, or unenforceable, the remainder of this Contract will not be affected by such finding, and in lieu of each provision of this Contract that is proven to be illegal, invalid, or unenforceable, a provision will be added as part of this Contract as similar in terms to such illegal, invalid, or unenforceable provision as may be possible and be legal, valid, and enforceable.

Fire Safety Rules and Regulations

SALT PALACE CONVENTION CENTER

Those provisions of the NFPA 101 Life Safety Code 1994 edition and the 1997 Uniform Fire Code for public assembly facilities have been established as a standard for review of occupancies and events in the Salt Palace Convention Center (SPCC). The information contained in this outline is a summary of relevant provisions contained in these Codes as well as standard operating procedures established in cooperation with the Fire Marshall of Salt Lake City. Reference copies of these codes are available in the Event Management Department.

1. All curtains drapes and decorations must be constructed of flameproof material, or treated with an approved flame proofing solution. (Treatment shall be renewed as often as may be necessary to maintain the flame proofing effect.)
2. No combustible materials, merchandise or signs shall be attached to, hung from, or draped over flameproof side and rear divider draperies of booths, or attached to table skirting facing aisles, unless flameproof.
3. All exits hallways and aisles are to be kept clear and unobstructed at all times.
4. Storage of any kind is prohibited behind the back drapes or display walls or inside display areas. All cartons, crates, containers, and packing materials that are necessary for repacking shall be labeled with "EMPTY" stickers and removed from the show floor.
5. Crates, packing materials, wooden boxes and other highly combustible materials may not be stored in the SPCC. Consideration will be given for the storage of crates outside of the facility. Contact Event Management Department for available areas.
6. No exit door shall be locked, bolted or otherwise fastened or obstructed at any time the SPCC is open to the public. Moreover, it shall be unlawful to obstruct, or reduce passageway or other means of egress. Additionally, all required exits shall be so located as to be discernible and accessible with unobstructed access thereto.
7. All sawdust and shavings shall be thoroughly treated with an approved flame-retardant product, stored and maintained in a manner approved by the Fire Marshall. Hay and Straw are not allowed in the SPCC.
8. Automobiles, trucks, tractors, machinery and other motor vehicles utilizing flammable fuels, which are placed on display inside the SPCC shall have no more than 1/4 tank or five (5) gallons of fuel in the tank; all fuel tanks shall be locked or effectively sealed and at least one battery cable shall be disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in event of emergency.
9. The use of liquefied petroleum gases inside building, tents or other areas is strictly prohibited, except for demonstration purposes when approved by the Fire Marshall. Maximum LPG allowed for exhibition purposes is a 16-oz nonrefillable cylinder.
10. All trash and refuse shall be removed daily from the SPCC.
11. All electrical wiring shall be installed in a manner approved by the facility Electrical manager.
12. Provide and maintain approved fire extinguishing equipment in all areas as designated by the Fire Marshall.
13. All standpipe and hose cabinets shall be kept clear and unobstructed at all times.
14. All appliances fired by natural gas shall be approved by the Facility Engineering Manager and Fire Marshall, and installed in accordance with NFPA 54 National Fuel Gas Code before being used.
15. The Fire Marshall must approve the use of welding and cutting equipment for demonstration purposes.
16. Cylinders of compressed gases are prohibited unless approved by the Fire Marshall and secured according to requirements outlined in the 1997 Uniform Fire Code.
17. The Facility Public Safety Manager along with the City Fire Marshall shall check egress of the facilities before it is occupied for any use. If such inspection reveals that any element of the required means of egress is obstructed, inaccessible, locked, fastened, or otherwise unsuited for immediate use, admittance to the building shall not be permitted until necessary corrective action has been completed.
18. There shall be no obstruction blocking exit doors from the outside of the SPCC, such as vehicles parked in front of the doorways or barricades across sidewalks, etc.
19. No curtains, drapes or decorations shall be hung in such a manner as to cover any exit signs.
20. No vehicles shall be parked in fire lanes outside the SPCC.

21. No flammable liquid or material shall be used or admitted inside of the SPCC except by approval of the Fire Marshall. Prohibited materials include, but are not limited to kerosene, motor fuel, explosives, cryogenic gases, etc.
22. Artificial lighting such as lanterns and candles etc. requires approval of the SPCC Public Safety Manager and the Fire Marshall.
23. The use of all gas-fired heating units, either portable or stationary needs to be approved by the Facility Public Safety Manager and the Fire Marshall.
24. All cooking appliances shall be equipped with ventilating hoods and equipment as deemed necessary by the Fire Marshall and installed in accordance with the provisions of the City Building and Fire Codes. Countertop fryers not exceeding 288 square inches and single well may be used without the necessary ventilating hood and surface protection requirement, provided there are two (2) ten (10) pound B.C. extinguishers positioned on each side of said fryer. All cooking appliances shall be listed by a NATIONAL TESTING AGENCY, i.e., Underwriters Laboratory or Factory Mutual.
25. The Event Management Department and the Fire Marshall must approve Booth seating and floor plans. Submit plans to the Event Management Department no later than 60 days before set-up date.
26. There shall not be any ticket booths, tables, or any other display set up in the lobby without the prior approval of the Fire Marshall.
27. All aisles shall be maintained at a minimum of ten- (10) feet clearance.
28. All covered structures in excess of one hundred (100) square feet in area shall be protected by an automatic smoke detection system approved by the Fire Marshall.
29. All floor plans submitted shall be totally representative of the halls, rooms, lobby and hallways and/or areas the events are held in, and include such as the location of manual pull stations, fire hose standpipe closet, exits, aisles and man doors in air walls, etc.
30. Any contractor that intends to use pyrotechnics in the facility shall hold a valid federal license issued by the U.S. Department of the Treasury - Bureau of Alcohol, Tobacco and Firearms, for the use of "low explosives". A copy of this license shall be provided to the Event Management Department at least one month prior to the event date. The use of pyrotechnics within the licensed area shall be approved by the Licensee who shall remain directly responsible to the SPCC for all activities as described in the License Agreement. A complete description of the pyrotechnic activity shall be prepared and submitted to the facility 30 days in advance of the event and include the following information:
 - Permit from Salt Lake City Fire Department
 - Plots showing exact location, type, and number of devices.
 - Protective materials and equipment for activity.
 - Location and number of fire extinguishers for activity.
 - Schedule of activities, number of certified pyrotechnic operators, and their locations.
 - Schedule for pre-show pyrotechnic test to be conducted in the presence of a Salt Lake City Fire Inspector.
 - Pyrotechnic contractor shall provide a certificate of insurance to SPCC Management naming SMG, Salt lake County as additional insured.
 - In addition to the above requirements the contractor must be licensed by the State of Utah.
31. Should there be any questions regarding plans and/or code requirements, contact the Facility Public Safety Manager, Gale McCurdy, Phone 801 534-6320.



Return this form to:
Salt Palace
Convention Center
Facility Services
100 S West Temple
Salt Lake City, UT
84101

Or Fax This Form to:
(801) 534-6390

Questions? Call Us:
(866) 964-6393

Payment must be
received before service
is provided.

Payment can be
made by check
Visa, Master Card,
AmericanExpress, or
Discover. See reverse
side for conditions and
regulations

Please Provide a
Diagram of Booth
Indicating service
location

TELEPHONE ORDER FORM

Event: _____ Event Date: _____
 Company Name: _____ Booth/Location: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ Fax: _____
 Ordered By: _____ Email Address: _____

QTY	ADV PRICE	STD PRICE	TOTAL
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(expires 10 days before move-in)

The Salt Palace Facility Services Department is the exclusive provider of all telephone, Internet and Networking services for the Salt Palace Convention Center.

TELEPHONE LINE

Analog Telephone Line with dial "9" <i>Includes telephone handset.</i>	_____	\$200.00	\$250.00	_____
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CREDIT CARD OR DEPOSIT REQUIRED FOR LONG DISTANCE CHARGES

Primary use for this line is: Telephone Fax Credit Card Line Modem Line

Do you require a telephone set? Yes / No Number of telephone set required _____

PROGRAMMING OPTIONS

Toll Restrictions (local, "800", and credit card calling only)	_____	\$15.00	\$30.00	_____
Hunt (rollover to another line)	_____	\$15.00	\$30.00	_____
Call Waiting	_____	\$15.00	\$30.00	_____
Transfer	_____	\$15.00	\$30.00	_____
Voice Mail Box (includes security password)	_____	\$50.00	\$75.00	_____

TELEPHONE EQUIPMENT

Two - Line Telephone Set		\$50.00	_____
Speaker Telephone Set (small group)		\$50.00	_____
Conference Telephone Set (large group)		\$125.00	_____

MISCELLANEOUS TECHNICAL LABOR

One hour minimum		\$75.00	_____
Description of Labor _____		PER HOUR	

High Speed Internet Services are also available. Please call Facility Services at (866) 964-6393 or visit www.saltpalace.com and click on Facility Services to print a form.

PAYMENT CHECK VISA MASTERCARD AMERICAN EXPRESS DISCOVER

Credit Card Number: _____		SUBTOTAL	_____
Expiration Date: _____		TAX (6.85%)	_____
Name: _____		(TAX ON TELEPHONE LINE AND EQUIPMENT ONLY)	
Signature: _____		TOTAL	_____

TELECOMMUNICATIONS CONDITIONS & REGULATIONS

Service & Installation

1. Quantities of some services are limited. Please order early to ensure availability. Orders will be filled on a first come, first serve basis.
2. Telephone handsets can be picked up at the service desk or the Business Center during move-in.
3. Salt Palace Convention Center is not responsible for lost or damaged equipment while in the exhibitors possession. A replacement fee will be assessed on all equipment not returned. Equipment can be returned to the Salt Palace Security Office or the Business Center if a technician is unable to visit you at the close of the event.
4. All prices are for rental of materials and equipment. Materials and equipment used in installation remain the property of the Salt Palace Convention Center.
5. Under no circumstances shall anyone other than Salt Palace technicians do any special wiring in the convention center without prior written approval. Telecommunication services ordered by outside providers will be placed in the Facility Services Switch Room (MDF). These services will be extended to desired location by Salt Palace Technicians. These services will be assessed co-location fees for service plus wiring and labor.
6. Rates quoted for all services include bringing the requested communication services to the booth in the most convenient manner and do not include special wiring, over-head drops and/or special set-up or installation of communication equipment. Additional labor charges will be assessed when special services are required.
7. All exhibitor services will be disconnected on the last day of the event, thirty minutes after the official closing time.

Legal Use of Services & Limitation of Liability

1. Any illegal usage of Salt Palace telephone services including transmission, distribution or storage of material or conduct in violation of any applicable local, state, federal or foreign laws or regulations is prohibited. Illegal usage of the Salt Palace Convention Center telephone services will result in immediate termination of service.
2. The Salt Palace Convention Center does not provide an expressed or implied warranty for the equipment and services provided, including no warrant of fitness for particular purpose or merchantability. Part of the agreement with the Salt Palace Convention Center is a limitation of liability so that Client's sole remedy or recourse against the Salt Palace Convention Center shall be the return of the price that the client paid for services and/or equipment rental, regardless of type, nature or basis for the claim. The Salt Palace Convention Center shall have no liability whatsoever for personal injury, property damage, business loss, business interruption, consequential or punitive damages.
3. Client shall indemnify the Salt Palace Convention Center from third party claims arising from Client's use of the Salt Palace's services and equipment.

Rates & Payments.

1. Payment for services must accompany all orders and be paid in full before service is installed. All payments are in US Dollars. All additional services provided at the show must be paid in full at the time of request.
2. Advanced rates are available until 10 days prior to the first move-in day of the event. Orders must be complete and paid in full by that date in order to qualify for advance rates.
3. Company checks are to be made payable to Salt Palace Convention Center. No personal checks accepted.
4. Copies of all charges will be emailed approximately one week after show close.
5. Disputes concerning service must be filed with the Facility Services Department prior to the close of the show. Disputes will be resolved by the Salt Palace in a timely manner.
6. Notification of cancellation must be received a minimum of ten days prior to show move-in. Any changes made after the ten day cut-off, but before installation begins will be assessed a 20% cancellation fee.
7. Credit will not be given once service has been installed.
8. All onsite changes to your service will be assessed a minimum charge of \$75.00 per line

This order form is accurate as of April 1, 2010. If you have received an order form that is more than one year past this date please call (866) 964-6393 to obtain a current form.



Salt Palace
Convention Center
Facility Services
100 S West Temple
Salt Lake City, UT
84101

Fax:
(801) 534-6390

Phone:
(866) 964-6393

SALT PALACE FACILITY SERVICES

INTERNET SERVICE ORDER FORM



Return this form to:
Salt Palace
Convention Center
Facility Services
100 S West Temple
Salt Lake City, UT
84101

Or Fax This Form to:
(801) 534-6390

Questions? Call Us:
(866) 964-6393

Payment must be
received before service
is provided.

Payment can be
made by check
Visa, Master Card,
AmericanExpress, or
Discover. See reverse
side for conditions and
regulations

Please Provide a
Diagram of Booth
Indicating service
location

Event: _____ Event Date: _____
Company Name: _____ Booth/Location: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____
Ordered By: _____ Email Address: _____

QTY	ADV PRICE <small>(expires 10 days before move-in)</small>	STD PRICE	TOTAL
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The Salt Palace Facility Services Department is the exclusive provider of all telephone, Internet and Networking services for the Salt Palace Convention Center.

256K INTERNET SERVICES

256K Basic Internet Connection <small>One Cat5 Cable delivered to booth. One static/public IP address issued with purchase*. To set up additional units on this line, you must purchase additional IP Addresses. Hubs, cables and networking labor will be needed to hook up multiple devices. No Routers/NAT/Servers, etc allowed.</small>	_____	\$350.00	\$450.00	_____
256K Basic Internet Connection (routers allowed, wired network only) <small>One Cat5 Cable delivered to booth. One static/public IP address issued with purchase*. Router/Server use approved. Client must provide and program their own router. Salt Palace does not have routers available for rent. Note: too many devices placed on one Internet connection may yield sluggish Internet service. Make sure you order enough bandwidth for all your devices combined.</small>	_____	\$400.00	\$500.00	_____
UNAUTHORIZED WIRELESS DEVICES ARE STRICTLY PROHIBITED				
256K Wireless Internet Connection <small>One static/public address issued with purchase*. Provides access to our wireless in-house network. To set up additional units on this service, you must purchase additional IP Addresses.</small>	_____	\$300.00	\$400.00	_____
Additional IP Addresses	_____		\$75.00	_____

768K INTERNET SERVICES

768K Basic Internet Connection <small>One Cat5 Cable delivered to booth. One static/public IP address issued with purchase*. To set up additional units on this line, you must purchase additional IP Addresses. Hubs, cables and networking labor will be needed to hook up multiple devices. No Routers/NAT/Servers, etc allowed.</small>	_____	\$500.00	\$600.00	_____
768K Basic Internet Connection (routers allowed, wired network only) <small>One Cat5 Cable delivered to booth. One static/public IP address issued with purchase*. Router/Server use approved. Client must provide and program their own router. Salt Palace does not have routers available for rent. Note: too many devices placed on one Internet connection may yield sluggish Internet service. Make sure you order enough bandwidth for all your devices combined.</small>	_____	\$550.00	\$650.00	_____
UNAUTHORIZED WIRELESS DEVICES ARE STRICTLY PROHIBITED.				
768K Wireless Internet Connection <small>One static/public address issued with purchase*. Provides access to our wireless in-house network. To set up additional units on this service, you must purchase additional IP Addresses.</small>	_____	\$450.00	\$500.00	_____
Additional IP Addresses	_____		\$75.00	_____

T-1 INTERNET SERVICES

T-1 Basic Internet Connection <small>One Cat5 Cable delivered to booth. One static/public IP address issued with purchase*. To set up additional units on this line, you must purchase additional IP Addresses. Hubs, cables and networking labor will be needed to hook up multiple devices. No Routers/NAT/Servers, etc allowed.</small>	_____	\$750.00	\$850.00	_____
T-1 Basic Internet Connection (routers allowed, wired network only) <small>One Cat5 Cable delivered to booth. One static/public IP address issued with purchase*. Router/Server use approved. Client must provide and program their own router. Salt Palace does not have routers available for rent. Note: too many devices placed on one Internet connection may yield sluggish Internet service. Make sure you order enough bandwidth for all your devices combined.</small>	_____	\$800.00	\$900.00	_____
UNAUTHORIZED WIRELESS DEVICES ARE STRICTLY PROHIBITED.				
T-1 Wireless Internet Connection <small>One static/public address issued with purchase*. Provides access to our wireless in-house network. To set up additional units on this service, you must purchase additional IP Addresses.</small>	_____	\$700.00	\$750.00	_____
Additional IP Addresses <small>* you will need administrator rights on your computer or other devices requiring static IP's.</small>	_____		\$75.00	_____

INTERNET EQUIPMENT

8 Port Hub**	_____		\$75.00	_____
Patch Cable** (up to 25')	_____		\$25.00	_____
In Booth Networking Labor, per hour (one hour minimum) <small>(only required for additional services beyond the initial cable drop)</small>	_____		\$75.00	_____

POINT TO POINT NETWORKING SERVICES

Copper Patch (single pair)	_____		\$150.00	_____
100BaseT Fiber Patch	_____		\$500.00	_____

For services with additional bandwidth or other custom services, please contact Facility Services at (801) 534-6382 for a quote.

Credit Card Number: _____	SUBTOTAL _____
Expiration Date: _____	TAX (6.85%) _____ <small>(**TAX ON EQUIPMENT ONLY)</small>
Name: _____	
Signature: _____	TOTAL _____

TELECOMMUNICATIONS CONDITIONS & REGULATIONS

Internet Service Terms

1. Internet service is delivered to a single location within your booth or room. If you have purchased wired access for more than one device, you will need a hub and/or switch and cables for each device and are available for rent if needed.
2. Wired Internet service can extend up to 30' for the original drop location. If service is needed further than 30' from the original drop location an additional Internet drop will be required. Fees for a second Internet service will apply.
3. Computers must have network interface cards that support a minimum of 10base T Ethernet and TCP/IP.
4. All IP addresses assigned by the Salt Palace are static. You must have administrator access on all devices that will be using static IP addresses. IP's are assigned approximately one week prior to each event. IP's can be emailed to you upon request. IP information will also be made available to you at the Internet drop location as well as at our service desk or the Salt Palace Business Center.
5. Purchase and use of Internet services is limited to exclusive use by ordering client, employees and guests. Resell or other unauthorized distribution of Salt Palace Internet services is prohibited.
6. Due to the nature of Internet, the Salt Palace cannot guarantee the performance or accessibility of services beyond our gateway.
7. The Salt Palace is not responsible for the programming or performance of personal (non-Salt Palace) equipment. Additional cost may be incurred to assist in programming or troubleshooting of personal equipment if the problem is found not to be the fault of the Salt Palace Convention Center.
8. Routers are allowed for wired services only and only within your exhibit booth as far as the appropriate access has been purchased.
9. All wireless networks and access points will be provided by and administered by the Salt Palace unless otherwise authorized in writing.
10. Wireless network devices (802.11 routers, access points, servers, etc) not authorized by the Salt Palace Facility Services Department are strictly prohibited and will be immediately shut down. Authorization to showcase wireless devices within the convention center must be received in writing from the Facility Services department 30 days prior to the event move-in.
11. Wireless service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. We cannot guarantee that interference will not occur. We do not recommend wireless service for critical services such as presentations or demonstrations. For critical activities we highly recommend customers purchasing wired services.
12. All exhibitor services will be disconnected on the last day of the event, thirty minutes after the official closing time.

Internet Security

1. The Salt Palace Convention Center does not provide security, such as firewalls, anti-virus etc on our Internet services. It is the sole responsibility of the customer to provide their own necessary security precautions. The Salt Palace is not responsible for any damages arising from the use of non-secured devices on the network.
2. The Salt Palace requires that all devices directly or indirectly accessing our network have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect yourself and others from viruses, malicious programs, and other disruptive applications. Any device which adversely impacts the Salt Palace network may cause service interruptions to yourself and others which can lead to disconnection of your equipment from the network, with or without prior notice at our discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and/or problem resolution.

Legal Use of Internet Services & Limitation of Liability

1. Any illegal usage of Salt Palace Internet services including transmission, distribution or storage of material or conduct in violation of any applicable local, state, federal or foreign laws or regulations is prohibited. Illegal usage of the Salt Palace Convention Center Internet services will result in immediate termination of service.
2. Under the Digital Millennium Copyright Act (DMCA) it is illegal for any party to transmit or download copyrighted materials. Any violation of DMCA copyright laws will result in termination of Internet service and may result in legal action taken against the customer.
3. The Salt Palace Convention Center does not provide an expressed or implied warranty for the equipment and services provided, including no warrant of fitness for particular purpose or merchantability. Part of the agreement with the Salt Palace Convention Center is a limitation of liability so that Client's sole remedy or recourse against the Salt Palace Convention Center shall be the return of the price that the client paid for services and/or equipment rental, regardless of type, nature or basis for the claim. The Salt Palace Convention Center shall have no liability whatsoever for personal injury, property damage, business loss, business interruption, consequential or punitive damages.
4. Client shall indemnify the Salt Palace Convention Center from third party claims arising from Client's use of the Salt Palace's services and equipment.

Services & Installation

1. Quantities of some services are limited. Please order early to ensure availability. Orders will be filled on a first come, first serve basis.
2. All exhibitor services will be disconnected on the last day of the event, thirty minutes after the official closing time.
3. Salt Palace Convention Center is not responsible for lost or damaged equipment while in the exhibitors possession. A replacement fee will be assessed on all equipment not returned. Equipment can be returned to the Salt Palace Security Office or the Business Center if a technician is unable to visit you at the close of the event.
4. All prices are for rental of materials and equipment. Materials and equipment used in installation remain the property of the Salt Palace Convention Center.
5. Under no circumstances shall anyone other than Salt Palace technicians do any special wiring in the convention center without prior written approval.
6. Rates quoted for all services include bringing the requested communication services to the booth in the most convenient manner and do not include special wiring, over-head drops and/or special set-up, installation or programming of communication equipment. Additional labor charges will be assessed when special services are required.

Rates & Payments.

1. Payment for services must accompany all orders and be paid in full before service is installed. All payments are in US Dollars. All additional services provided at the show must be paid in full at the time of request.
2. Advanced rates are available until 10 days prior to the first move-in day of the event. Orders must be complete and paid in full by that date in order to qualify for advance rates.
3. Company checks are to be made payable to Salt Palace Convention Center. No personal checks accepted.
4. Copies of all charges will be emailed approximately one week after show close.
5. Disputes concerning service must be filed with the Facility Services Department prior to the close of the show. Disputes will be resolved by the Salt Palace in a timely manner.
6. Notification of cancellation must be received a minimum of ten days prior to show move-in. Any changes made after the ten day cut-off, but before installation begins will be assessed a 20% cancellation fee.
7. Credit will not be given once service has been installed.

This order form is accurate as of April 1, 2010. If you have received an order form that is more than one year past this date please call (866) 964-6393 to obtain a current form.



Salt Palace
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Facility Services
100 S West Temple
Salt Lake City, UT
84101

Fax:
(801) 534-6390

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